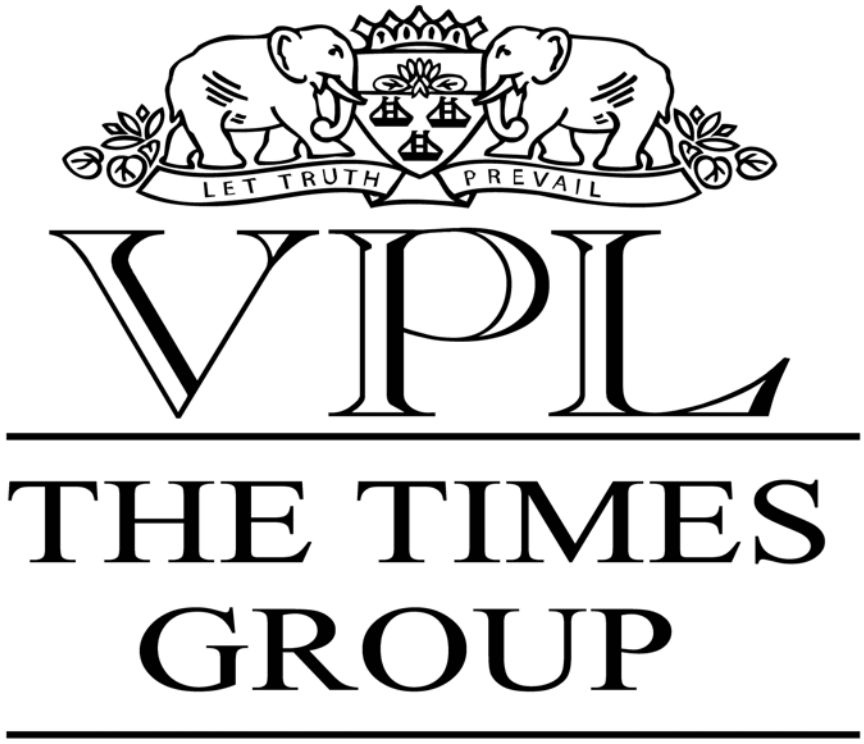
Vijayanand Printers Limited

SAP Implementation Program

Branch Finance User Manual

Version 1.0 (26th Mar 2008)



Vijayanand Printers Limited

SAP Implementation Program

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1 General Information

1.1 Company Code

Company Code	Company Name
1500	Vijayanand Printers Limited

{ This input is very important while accounting any FI Related Transactions / Spooling of Reports in SAP FI Module}

1.2 Controlling Area

Code	Name of Controlling Area
TMC3	Vijayanand Printers Limited

{ This input is very important while selecting the Cost Centre / Profit Centres Codes from the Master)

1.3 Business Area (Branch Code)

Business Area Code	Business Area Name
1501	VPL – Bangalore
1502	VPL – Mangalore
1503	VPL – Hubli
1504	VPL – Chitradurga
1505	VPL – Mysore
1506	VPL – Bagalkot
1507	VPL – Gangavathi
1508	VPL – Shimoga
1509	VPL – Gulbarga
1510	VPL – Belgaum
1599	VPL – Corporate

[This input is very important while accounting the FI Related Transactions and also spooling reports from SAP related to specific Branches}

1.4 Business place / Section Code

Business place Code	Section Code	Name
BKT	BKT	Bagalkot
BNG	BNG	Bangalore
CTD	CTD	Chitradurga
GLB	GLB	Gulbarga
GVT	GVT	Gangavathi
HBL	HBL	Hubli
MNG	MNG	Mangalore
MYS	MYS	Mysore
SMG	SMG	Shimoga

Business Place : Meant for Statutory compliances relating to Purchase Tax

Section Code : Meant for Withholding Tax Compliances

1.5 Collection Office

Collection Office Code	Collection Office Name
1501	VPL BANGALORE DUPARC TRINITY
1502	VPL BANGALORE VV PURAM
1503	VPL BANGALORE CHAMRAJPET
1504	VPL MANGALORE
1505	VPL HUBLI
1506	VPL CHITRADURGA
1507	VPL MYSORE
1508	VPL BAGALKOT
1509	VPL GANGAVATHI
1510	VPL SHIMOGA
1511	VPL GULBARGA
1512	VPL BELGAUM

Master defined in Collection Module to facilitate the process

- Accounting of Collection Office wise
- Generation of Collection Statement
- Generation of Pay-in-slips

2 Account Payable

2.1 FI Vendor Direct Invoicing

The materials and services which are procured directly without routing the transaction through Materials Management System are broadly covered under this scenario. The transactions are posted directly in FI Payable Module based on the input document received from the department such as Vendor Invoice, User Department Certification and Sanction Note etc. Normally this process is **not** recommended where in the nature of transactions is purely material or services nature and also not considered as best practice. This route should be used for exceptional transactions where in we are not in a position to exchange any purchase or service order.

Transaction Code in SAP – AP Module

Transaction Code	FV 60
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>FI Vendor Invoicing=>Document=>FV 60 Enter Incoming Invoice (Park)

Nature of Transactions Permissible

1	Travel Agency Bills
2	RRE / NIE Canvassers Payments
3	Contribution / Honorarium Payments
4	Agency Commissions
5	Housekeeping Charges
6	Security Services
7	Utility Payments
8	Statutory Payments
9	RMD Transporters Bills
10	Books & Periodicals
11	Employee related Training Program, Seminars
12	News Agency Subscription

Accounting Entry:

With the help of User Inputs, the system propose the following accounting entry

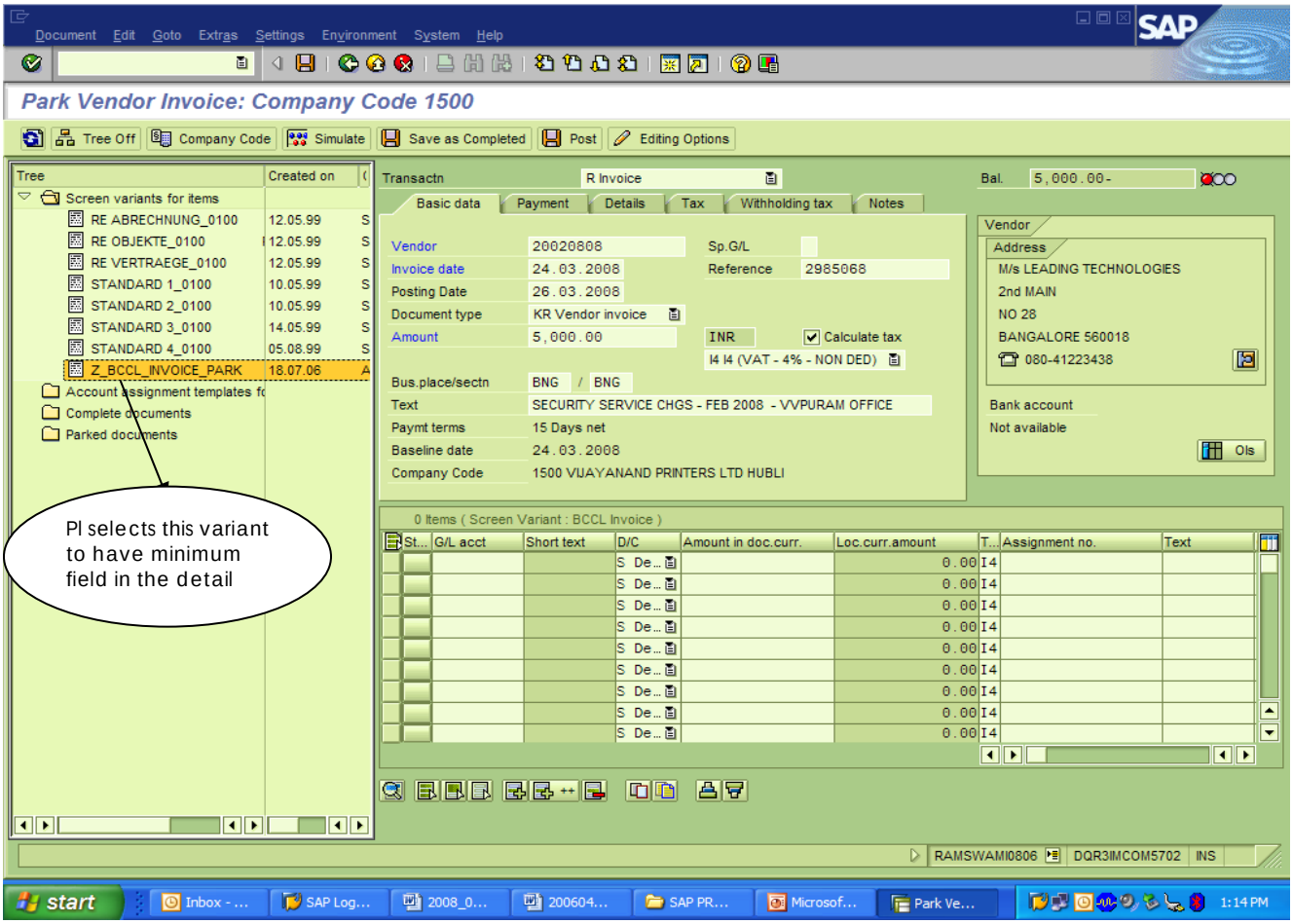
Expenses A/c	Business Area	Cost Centre	Dr	10,000
To TDS Deduction			Cr	200
To Vendor Account			Cr	9,800
{ In SAP, the Vendor Account will get credited only to the extent of net payable to Vendor after deduction of TDS etc.				

Process Flow

Stage	Activity	Document Tracking	Location
1	Using FV-60 the Branch User will park the Vendor Invoice transaction by capturing all account information including the withholding taxes. After completing the accounting entry, user can take print out of the voucher which will be forwarded along with Vendor Invoice to Bangalore	The system captures the User Login, Time and the Date on which the transaction is proposed	Branches
3	Using FBV2 / FV 60 the CPU Supervisor can post the transaction to GL Account after any modification if required	The system captures the User Login, Time and the Date on which the transaction is posted to GL Account	CPU - Bangalore

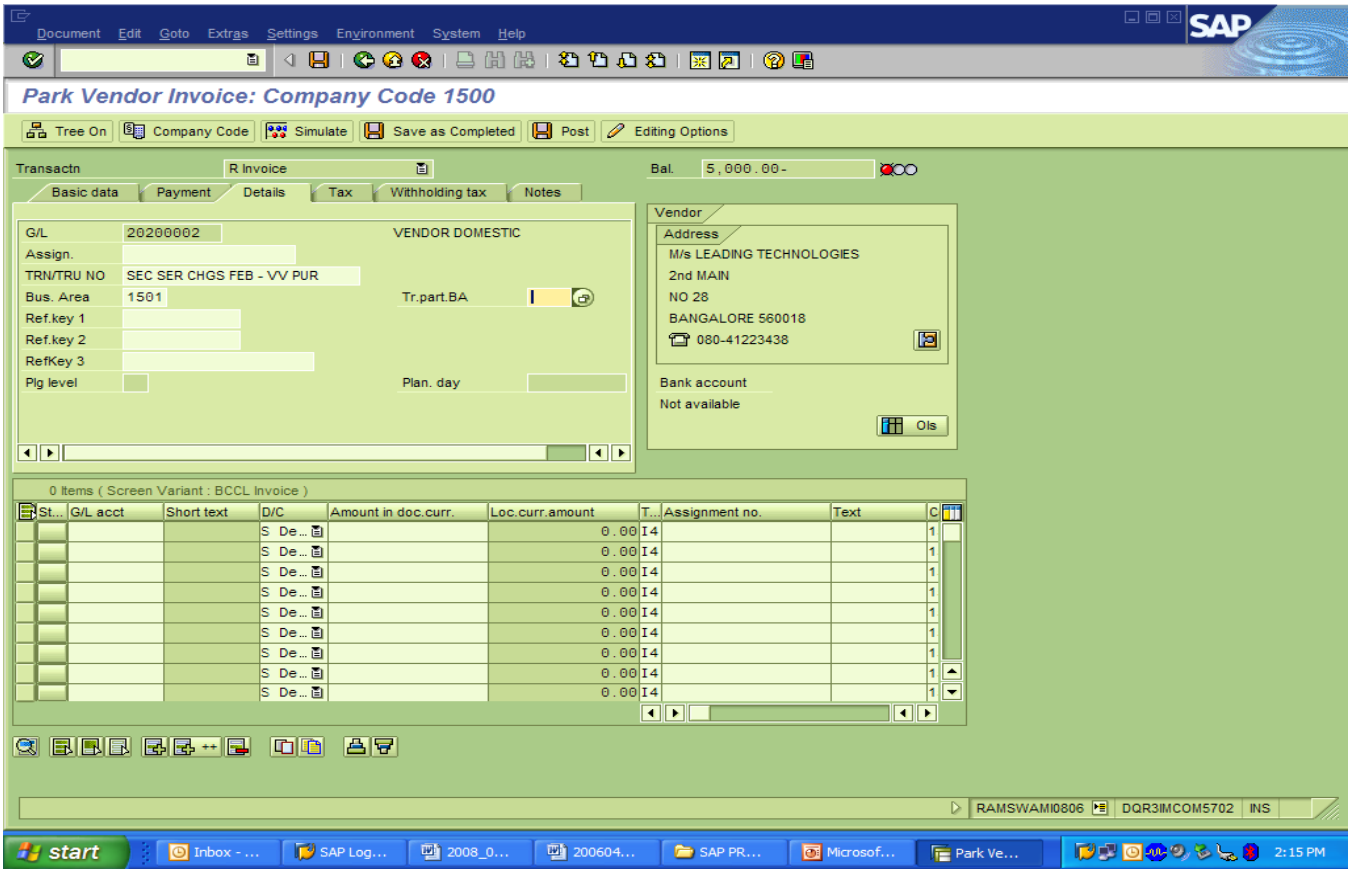
User Inputs in the Screen (FV 60)

Segment	SAP Field	Input / Master / Display	Data Capturing
Basic Data	Vendor	Selection from Master	Select the Vendor *(Ensure that the Company Code in the Selection is "1500" Always)*
	Invoice Date	Input	Enter the Vendor Invoice Date
	Reference	Input	Enter the Vendor Invoice No
	Posting Date	Input	Should always current day (Today's Date)
	Amount	Input	Enter the Vendor Invoice Bill Amount
	Currency	Selection	INR for Indian Currency
	Calculate Tax	Tick Option	Tick option to be used where in the Input Tax calculation are involved
	Tax Code	Selection from Master	Select Input Tax Code from the Drop Down
	Tax Amount	Input	If the Calculated amount is different from the Vendor Invoice, then Tax Amount can be directly entered
	Business Place	Selection from Master	Select the respective Branch Code
	Section	Selection from Master	Select the respective Branch Code
	Text	Input	Header Text – Can be copied into Detail by using the Key +
	Company Code	Selection from Master	Enter the Company Code always as "1500"



Segment	SAP Field	Input / Master / Display	Data Capturing
Payment Data	Baseline Date	Default as Invoice Date	User can change the date – The payment due date will be calculated based on this date and the payment terms (Eg Baseline Date + 10 days or 7 days etc)
	Payment Terms	Default from the Master	User can change the Payment Terms details based on the transaction nature
	Payment Method	Selection from the Master	Enter always "C" and don't input any other payment method
	Supplementary Payment Method	Selection from the Master	Keep blank in case of VPL – This field is applicable only other Companies like BCCL
	Payment Block	Selection from the Master	User if he wants to block any invoice for accounting, payment then captured here else – mention always "Free for payment"

Segment	SAP Field	Input / Master / Display	Data Capturing
Details	Header Account	Display	Reconciliation mapped to Vendor displayed on the Screen
	TRN/TRU No	Input	Enter short Narration which will reflect on the Vendor Covering Letter
	Business Area	Selection from the Master	Enter the respective Branch Code
	Reference 1	Input	Keep Blank
	Reference 2	Input	Keep Blank
	Planning Level	Default from the Master	Mainly used for Cash Forecast , Treasury Planning activity – Controlled through Master – Advised not to change this information *This field is only information – No input required*



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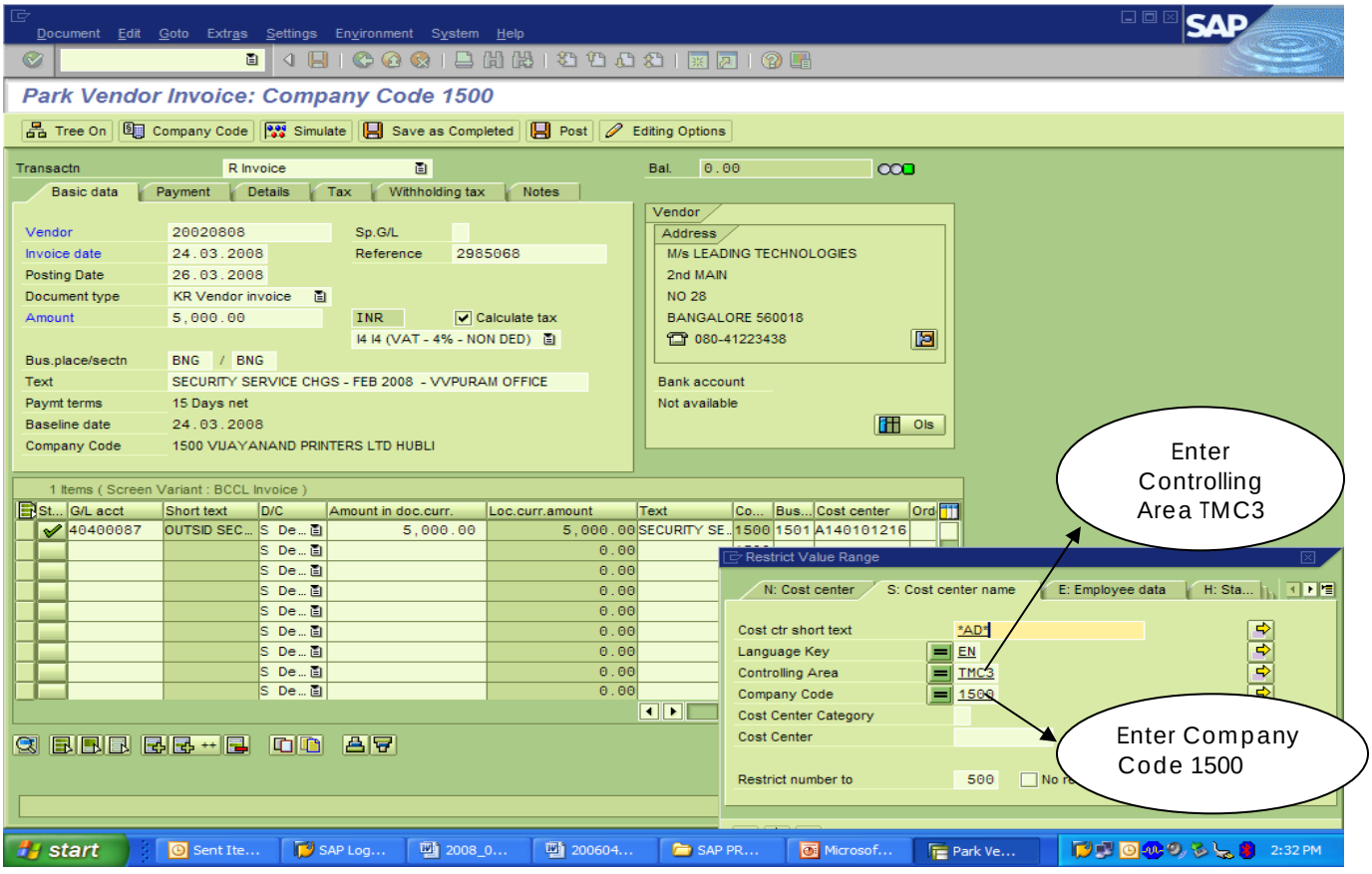
Segment	SAP Field	Input / Master / Display	Data Capturing
Accounting Detail	GL Account	Selection from the Master	Select the GL Code on which the Transaction to be debited *(Ensure that Company Code in the Selection Parameter always "1500")*
	Short Text	Display	Displaying the Short Text of GL Code
	Debit / Credit	Input	Select Debit or Credit
	Amount in Doc Currency	Input	Enter the Document Currency Amount (else use the key * if it is only one row) The * key will copy the header amount in detail
	Tax Code	Display	Selection done at header level which is copied into detail transaction
	Text	Input	Using + Key for copying the Header narration to detail
	Comp Code	Display	Displayed based on the Header Information
	Cost Centre	Selection from the Master	Select the Cost Centre Code from Master (While selecting the Cost Centre Code from the Master, please ensure the following parameter - TMC3 – Controlling Area - 1500 – Company Code
	Business Area	Derived	Derived based on the Cost Centre Code – No Input
	Profit Centre	Derived	Derived based on the Cost Centre Code – No Input



Segment	SAP Field	Input / Master / Display	Data Capturing
Tax	Tax Currency	Display – Option to Modify	Input Tax Amount calculated based on the header information which can be modified if the Tax Amount is not matched with the Vendor Invoice (Due to some reimbursement of expenses made to vendor)
	Tax Code	Display	Default from the Master
Withholding Tax	Name of with holding tax type	Display	Default from the Master
	With holding Tax Code	Select	Tax Codes are defaulted from the Master excluding WCT – In case of multiple TDS Code, the User need to delete the Code which is not required
	With holding Tax Base Currency (FC)	Input	Input the Base Amount if it differs from the Invoice Amount (Option to change)
	With holding Tax Currency (LC)	Input	System converts Document Currency Amount into Local Currency Amount based on the Exchange Rate Master
	Exemption NO	Display	Default from the Vendor Master
Notes	Free Text	Input	Long Text provided by SAP to capture detailed narration

Please take the following precautions

(a) Withholding Tax

- After completing the inputs in the screen please go and verify the Tax Codes which are attached to the Vendor Master in Withholding Tax Button (segment).
- Please do not enter any amount in the column
- In case if the transaction attracts deduction of TDS, and if you have find the tax code in the master, please inform the Account Payable Team in Bangalore for necessary updation

(b) Completion of Document

- After completing the transaction inputs, the user can simulate the voucher before parking
- If you are satisfied with the inputs and also if there is no error reported by the system, please park the document. The system will generate a Document Number which needs to be mentioned on the Document Covering Slip
- Take print out of the voucher and attach the same along with the Vendor Invoice and forward the same to Bangalore for final validation / authorization

2.2 Materials Management Vendor Invoicing

The requirement of materials and services for the organization based on the business planning and process are routed through Materials Management Module in SAP. This has been considered as one of the best practice where in procurement of materials and services are fully integrated with FI (Financials), FA (Fixed Assets) and CO (Controlling). The process also facilitate the treasury group for planning of cash forecast, fund allocation etc

Transaction Code in SAP – AP Module

Transaction Code	MIR7
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>MM Vendor Invoicing=>Document=>MIR7 – Park MM Invoice

Nature of Transactions (Compulsorily)

1	Newsprint
2	Inks & Consumables
3	Capital Goods / Services
4	Annual Maintenance Contracts
5	Brand Promotion / Publicity Expenses
6	Rent Payments
7	Machinery Spares / Repairs
8	Civil Repairs / Renovations
9	Rent / Retainers / Fixed Payments
10	Diesel / Oil purchases for running machinery
11	Outside Printing Charges
12	Office Stationeries / Consumables
13	Packing Charges / Materials

Accounting Entry:

With the help of User Inputs, the system propose the following accounting entry

GRIR A/c			Dr	10,000
To TDS Deduction			Cr	200
To Vendor Account			Cr	9,800
{ In SAP, the Vendor Account will get credited only to the extent of net payable to Vendor after deduction of TDS etc. While on preparation of GRN				

Process Flow involved in Materials Management (Standard Buying Process)

	Stage / Process	
1	Purchase Requisition	Stock / Non Stock Items
2	Request for Quotation	
3	Purchase Order	
4	Goods Receipts	Stock / Non Stock Items
5	Inventory Management	Stock Items (Issue / Transfer)

On receipt of Goods / Services, corresponding accounting entries are posted in FI (Financials), FA (Fixed Assets) CO (Controlling) based on the valuation class assigned to Material Group. Based on the valuation class the account heads are debited and the provision for materials and services account (GRIR Account) is credited.

Expenses / Capital/Stock	Business Area	Cost Centre	Dr	10,000
To GRIR Clearing Account	Business Area		Cr	10,000

{ The Cost Code information is taken at the time of Purchase Requisition and the GL Code information is mapped to Material Code through Valuation Class }

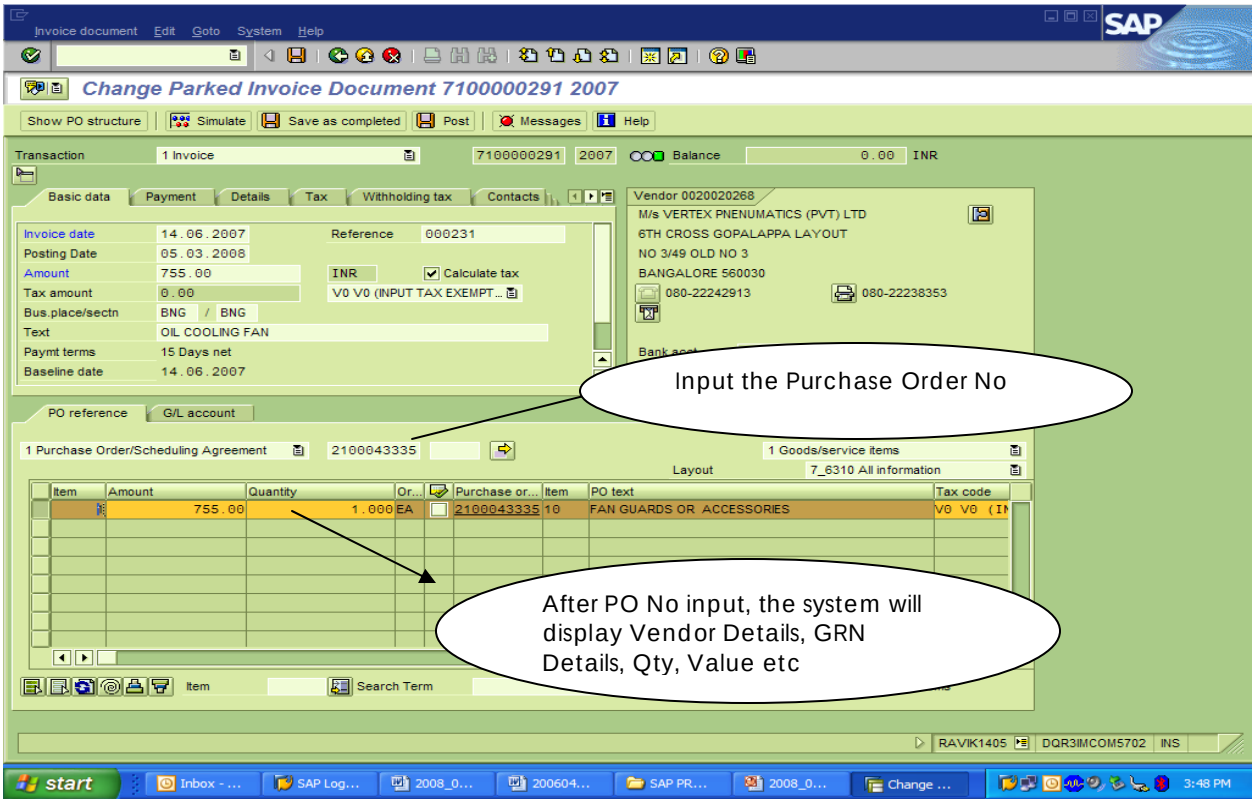
On receipt of invoice from the vendor towards the supply of material and services, provision created earlier are adjusted and posted to Vendor Account for payment process.

The invoices which are received at Branch Locations will be processed through the standard SAP Transaction Code provided in Account Payable module (MIR7 – Vendor Invoice Park / Modify). The transactions will undergo through 2 stages as required by the Finance Group

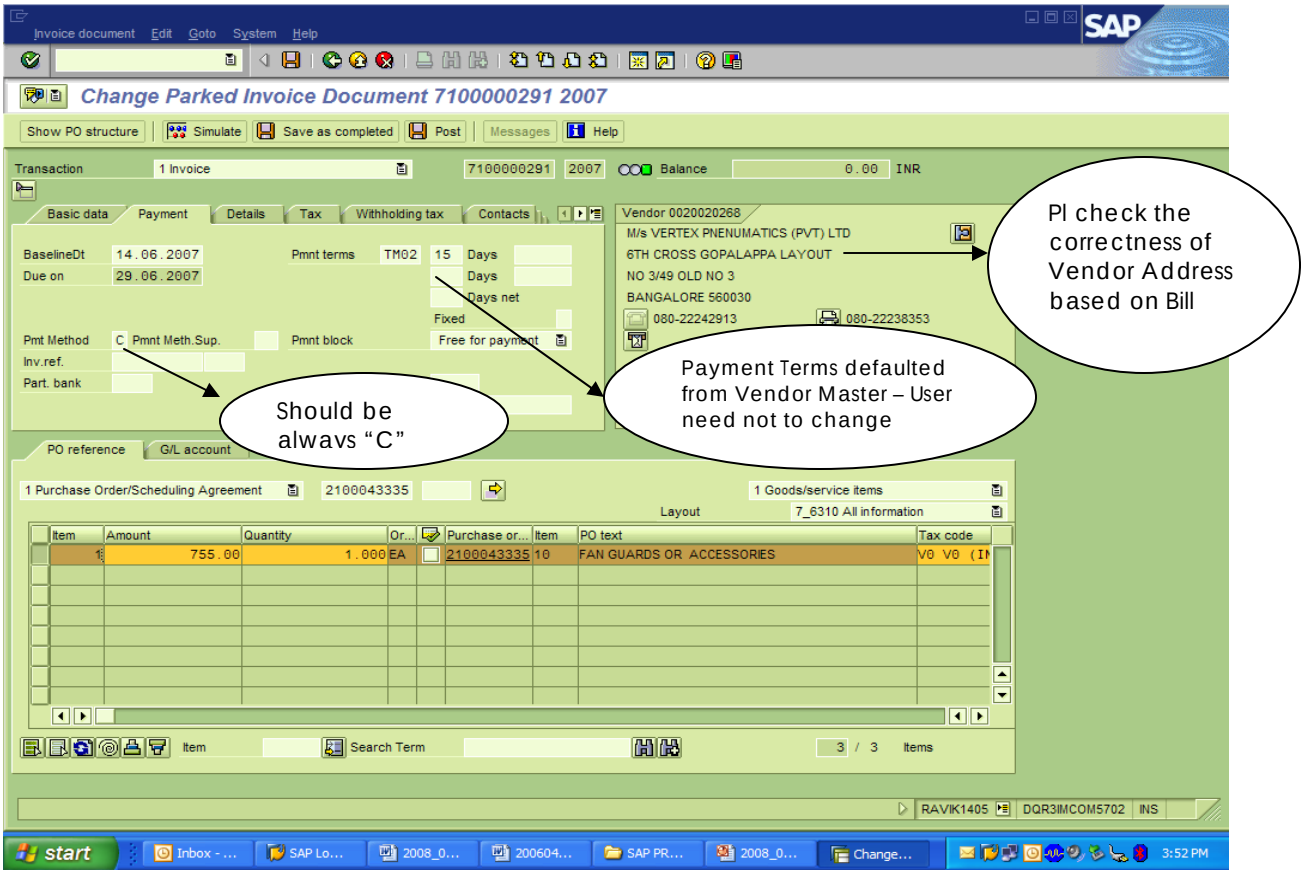
Stage	Activity	Document Tracking	Location
1	Using **MIR7** the Branch User will park the Vendor Invoice transaction by capturing all account information including the with holding taxes	The system captures the User Login, Time and the Date on which the transaction is proposed	Branches
2	Using **MIGO** transaction, the CPU Supervisor can post the transaction to GL Account after any modification if required	The system captures the User Login, Time and the Date on which the transaction is posted to GL Account	CPU – Bangalore

User Inputs in the Screen (MIR7)

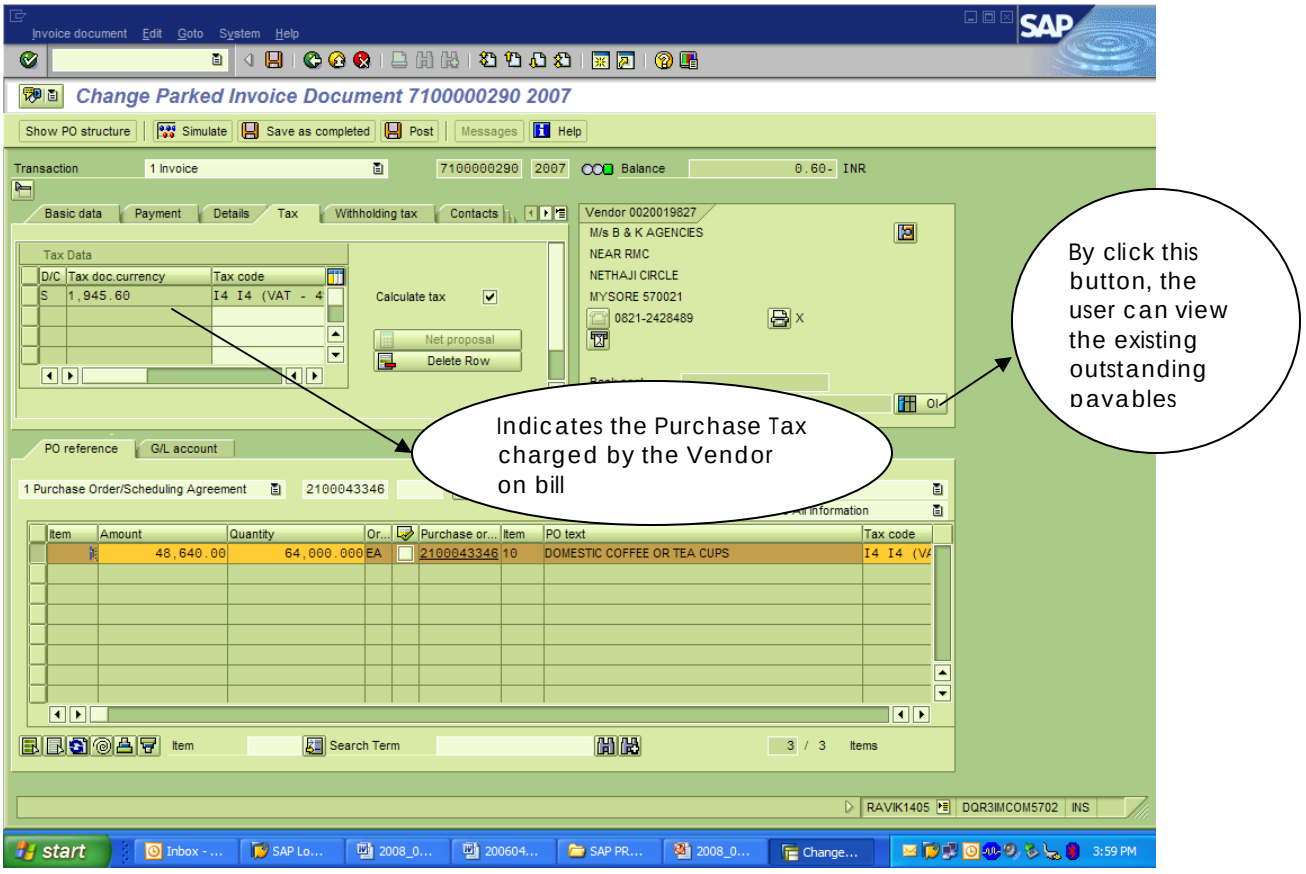
Segment	SAP Field	Input / Master / Dis	Data Capturing
Basic Data	Invoice Date	Input	Enter the Vendor Invoice Date
	Reference	Input	Enter the Vendor Invoice No
	Posting Date	Input	Enter the Date on which the Invoice to be accounted
	Amount	Input	Enter the Vendor Invoice Bill Amount
	Currency	Selection from Master	INR for Indian Currency
	Calculate Tax	Tick Option	Tick option to be used where in the Input Tax calculation are involved
	Tax Code	Selection from Master	Input Tax Code captured in PO will get displayed here which can be modified / changed based on the Vendor Invoice
	Business Place	Selection from Master	Enter the respective Branch Code
	Section	Selection from Master	Enter the respective Branch Code
	Text	Input	Header Text – Can be copied into Detail by using the Key +
Purchase Order Details	Purchase Order	Selection / Input	Input the Purchase Order Number / Selection for given vendor
	Transaction Nature	Selection / Input	Using the drop down box available, the FI Payable User can select the transaction relating (a) Goods and Materials (b) Planned Cost Item (Captured as part of Condition Items) (c) Or both together


Change Parked Invoice Document 7100000291 2007
Input the Purchase Order No
After PO No input, the system will display Vendor Details, GRN Details, Qty, Value etc

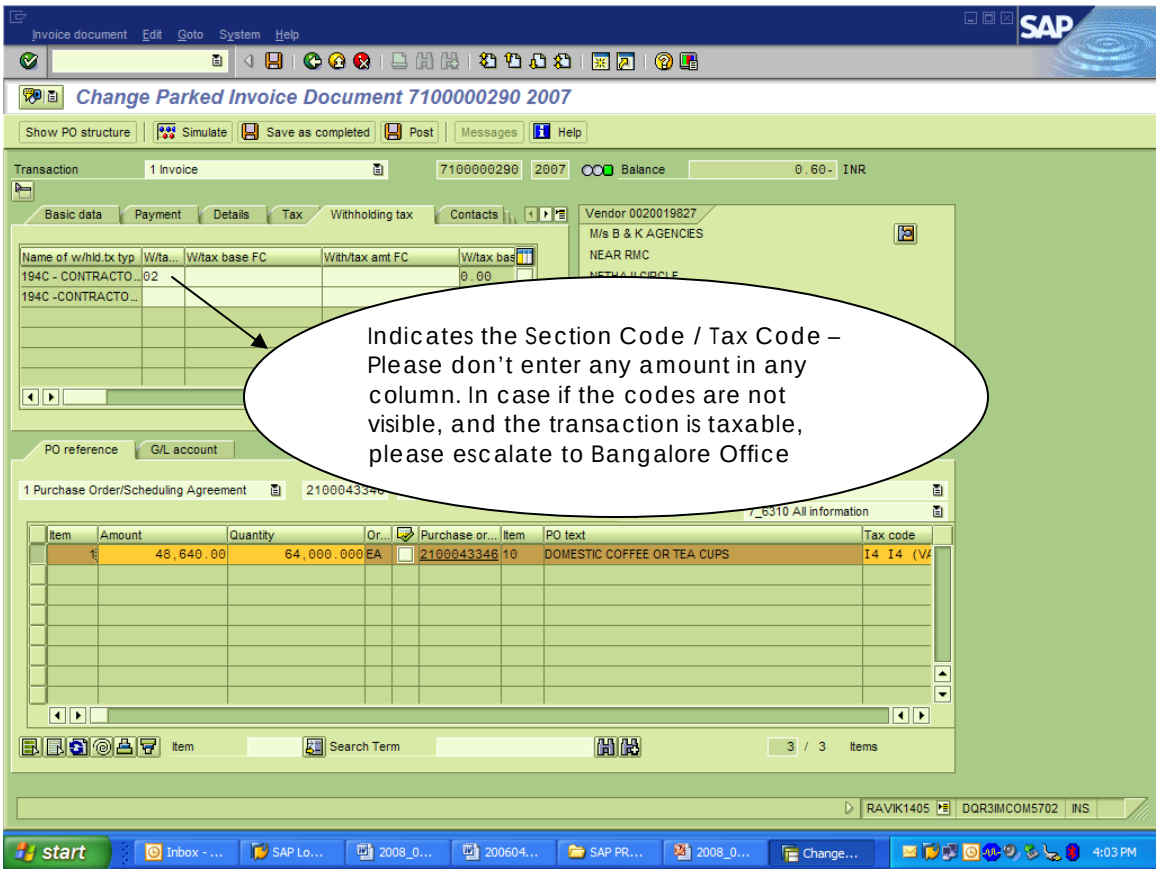
Segment	SAP Field	Input / Master / Display	Data Capturing
Payment Data	Baseline Date	Default as Current Date	User can change the date – The payment due date will be calculated based on this date and the payment terms (Eg Baseline Date + 10 days or 7 days etc)
	Payment Terms	Default from the Master	User can change the Payment Terms details based on the transaction nature
	Payment Method	Selection from the Master	Based on the Payment Nature the user need to select from the Master
	Supplementary Payment Method	Selection from the Master	Not Applicable to VPL – Please keep this input column blank
	Payment Block	Selection from the Master	User if he wants to block any invoice for accounting, payment then captured here else – mention always "Free for payment"


Change Parked Invoice Document 7100000291 2007
Vendor 0020020268
M/s VERTEX PNEUMATICS (PVT) LTD
6TH CROSS GOPALAPPA LAYOUT
NO 3/49 OLD NO 3
BANGALORE 560030
Pl check the correctness of Vendor Address based on Bill
Payment Terms defaulted from Vendor Master – User need not to change
Should be always "C"

Segment	SAP Field	Input / Master / Display	Data Capturing
Tax	Tax Currency	Display	• Input Tax Amount calculated based on the Purchase Order – Input Tax Code • However if there are any discrepancies on the Input Code Selection in PO, the FI User can select the appropriate Input Tax Code which will update the Tax Calculation. • In case of any change in the Tax Code, the user will modify the code in the Basic Data Segment "Tax Code"
	Tax Code	Display	Based on the selection


Change Parked Invoice Document 7100000290 2007
Indicates the Purchase Tax charged by the Vendor on bill
By click this button, the user can view the existing outstanding payables

Segment	SAP Field	Input / Master / Display	Data Capturing
Withholding Tax	Name of with holding tax type	Display	Default from the Master
	With holding Tax Code	Select	User need to select the applicable tax code (whether at the time of invoicing or payment)
	With holding Tax Base Currency (FC)	Input	Input the Base Amount if it differs from the Invoice Amount (Option to change)
	With holding Tax Currency (LC)	Input	System converts Document Currency Amount into Local Currency Amount based on the Exchange Rate Master
	Exemption NO	Display	Default from the Vendor Master
Notes	Free Text	Input	Long Text provided by SAP to capture detailed narration


Change Parked Invoice Document 7100000290 2007
Indicates the Section Code / Tax Code – Please don't enter any amount in any column. In case if the codes are not visible, and the transaction is taxable, please escalate to Bangalore Office

Scenario Requirement	User Action	Process Considered
Booking of Invoice Voucher with Rectification of Input Tax	In the Header Basic Data Screen tick "Calculate Tax" Box and in the details select the appropriate Input Tax Code / modify the tax code defaulted from PO	The system will recalculate the Input Tax and update the statutory deduction table accordingly to facilitate Statutory Compliance
Booking of Invoice Voucher with impact of Open Item Difference-Inventory	In Vendor Invoice Detail Row, Modify the Amount of GRIR which is defaulted based on PO / GRN as per Vendor Invoice Amount.	The system will verify the difference based on the tolerance level (which is set upto 2% per transaction value) and taken into Inventory Account if it is available else price variance account In case if the open item difference is more than 2% of transaction value, then invoice transaction will get parked in the system. The Account Payable Supervisor need to clear the document by debiting the difference amount to the appropriate GL Account Head with Cost Centre and it can be posted to GL In case of Capital Items, the Gross Block and Asset Register updated automatically
Booking of Invoice Voucher with impact of Open Item Difference-Non Stock	In Vendor Invoice Detail Row, Modify the Amount of GRIR which is defaulted based on PO / GRN as per Vendor Invoice Amount.	The system will verify the difference based on the tolerance level (which is set upto 2% of transaction value) and taken into respective Valuation Class (GL Expense Account) Account based on Material In case if the open item difference is more than 2% of transaction value, then invoice transaction will get parked in the system. The Account Payable Supervisor need to clear the document by debiting the difference amount to the appropriate GL Account Head with Cost Centre and it can be posted to GL

After completing the inputs, the user needs to perform the following activities

(a) Park the Transaction and note down the Document No (FI and MM Number)

(b) Take Printout of the voucher and attach along with Vendor Invoice

(c) Please make the following remarks on the Voucher if applicable
- Any Advance pending for adjustment
- Any adjustment of retention money

(a) Forward the document to Bangalore Office for final validation / Authorization

3 Employee Related Payments

3.1 Employee Reimbursements

All expenses incurred by Employees in connection with business activities will be processed and accounted through SAP FI Vendor Invoicing Module. However the employee will continue to adopt the existing process for submission of claims to Finance Department. The statement of account needs to be duly supported with bills / invoices along with department head's approval.

Transaction Code in SAP – AP Module

Transaction Code	FV 60
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>FI Vendor Invoicing=>Document=>FV 60 Enter Incoming Invoice (Park)

Nature of Transactions Permissible

1	Business Promotion / Entertainment
2	Imprest Expenditures
3	Field Allowances (Marketing)
4	Conveyances
5	Telephone Reimbursements
6	Mobile Reimbursements
7	Periodicals
8	Field Reporting Expenses (Editorial)
9	Cash Purchases (Stationery/Postage etc)
10	

Please note that, any inputs which are processed through Monthly Payroll continue the existing methodology and there is no change in the process

Accounting Entry:

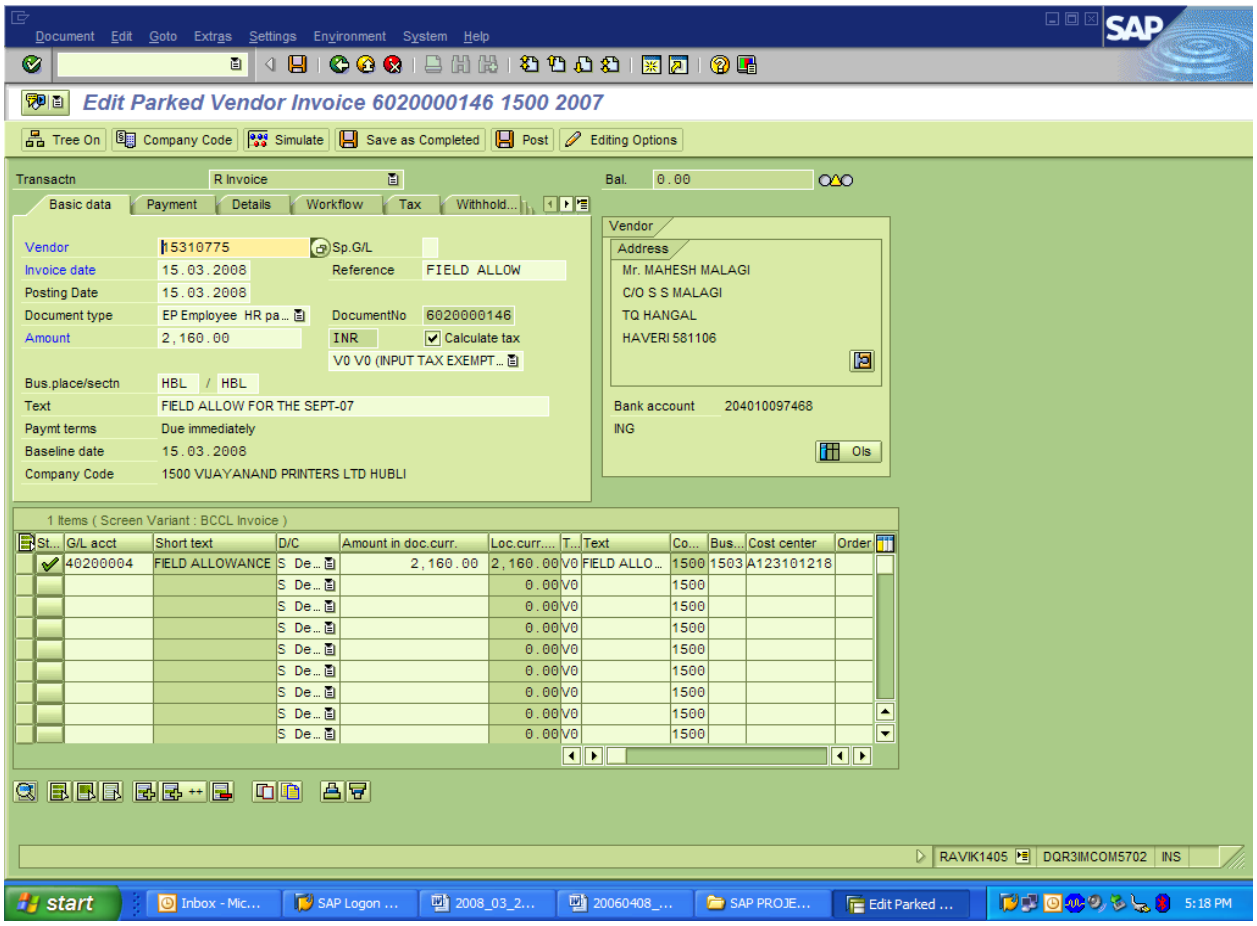
With the help of User Inputs, the system propose the following accounting entry

Expenses A/c	Business Area	Cost Centre	Dr	5,000
To Employee Vendor A/c			Cr	5,000

{ All Employee related payment do not attract TDS Deduction since it is in the Nature of reimbursements }

Segment	SAP Field	Input / Master / Display	Data Capturing
Basic Data	Vendor	Selection	Select the Employee Code (While selection parameter ensure that, the Company Code is "1500")
	Invoice Date	Input	Enter the Employee Note Date
	Reference	Input	Enter the nature of Reimbursement
	Posting Date	Input	Enter the Current Data (Today Date)
	Amount	Input	Enter the Amount
	Currency	Selection	INR for Indian Currency
	Doc Type	Selection	Always it should be as "EP – Employee HR Payment" Very Important – Else the payment will not be picked for APP Run
	Calculate Tax	Tick Option	Tick option to be used where in the Input Tax calculation are involved
	Tax Code	Selection	Enter always as "V0" to avoid any warning message
	Business Place	Selection	Select respective Branch Code from the Master
	Section	Selection	Select respective Branch Code from the Master
	Text	Input	Header Text – Can be copied into Detail by using the Key +
	Company Code	Selection from Master	Enter the Company Code always as "1500"
Payment Data	Baseline Date	Default as Current Date	All employees' related payments will be processed and paid immediately. Hence the user need not to change the Current Date
	Payment Terms	Default from the Master	User can change the Payment Terms details based on the transaction nature
	Payment Method	Selection	Payment Method will be "T" where bank account can be seen in Vendor Master else "C"
	House Bank	Selection	Always Enter as "ING" else user can leave it blank The system will take the input from Employee Master where ING bank defined as "House Bank"
	Payment Block	Selection from the Master	User if he wants to block any invoice for accounting, payment then captured here else – mention always "Free for payment"
Details	Header Text	Input	Enter the Short Narration of the Transaction
	Business Area	Selection	Select the respective Branch Code
Accounting Data	GL Account	Selection from the Master	Select the GL Code on which the Transaction to be debited (User can create multiple rows in case of multiple nature of transactions)
	Short Text	Display	Displaying the Short Text of GL Code
	Debit / Credit	Input	Select Debit or Credit
	Amount in Doc Currency	Input	Enter the Document Currency whether if it is an INR or Foreign Currency
	Tax Code	Display	Header input considered which is V0 as always
	Text	Input	Using + Key for copying the Header narration to detail
	Comp Code	Display	Displayed based on the Header Information
	Cost Centre	Selection from the Master	Select the Cost Centre Code from Master (Employee Department Cost Centre Code)

Very Important: Please note that, the Input Tax and Withholding Tax segment are not applicable to employee related payment. User can ignore that information



Very Important Tips

(a) Document Type should always be "**EP**" else the payment will not processed

(b) Employee Code Should be in the series of "153" (Starting Number)

(c) If Bank Account of an employee visible on the Screen – then the pay mode should be "**T**" else "**C**"

(d) Input Tax Code should always be "**V0**" to avoid warning messages

(e) Header Text cannot be blank

(f) Business Area should be respective Branch Code

(g) Cost Centre Code should be Employee respective Department Code – Please use "TMC3 and Company Code "1500" under the selection parameter

(h) After completing the inputs, the user require to park the transaction and forward the same to Bangalore Office for final authorization

3.2 Employee Advances

All advances required by Employees in connection with any activities will be processed and accounted through SAP FI Vendor Invoicing Module. However the employee will continue to adopt the existing process for submission of claims to Finance Department. All Advance requests should have Department Head's approval for payment processing.

Transaction Code in SAP – AP Module

Transaction Code	FV 60
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>FI Vendor Invoicing=>Document=>FV 60 Enter Incoming Invoice (Park)

Nature of Transactions Permissible

1	Salary Advance
2	Office Advance
3	Event Advance
4	Travel Advance
5	Employee Loans
6	Travel Air Fare (Air Fare Paid Directly by the Company to Agency)
7	

In case of Travel Air Fare, you will be required to select Vendor Code instead of Employee Code. However the employee code will be captured in the Accounting Line to facilitate the sub ledger reporting process

Accounting Entry:

With the help of User Inputs, the system propose the following accounting entry

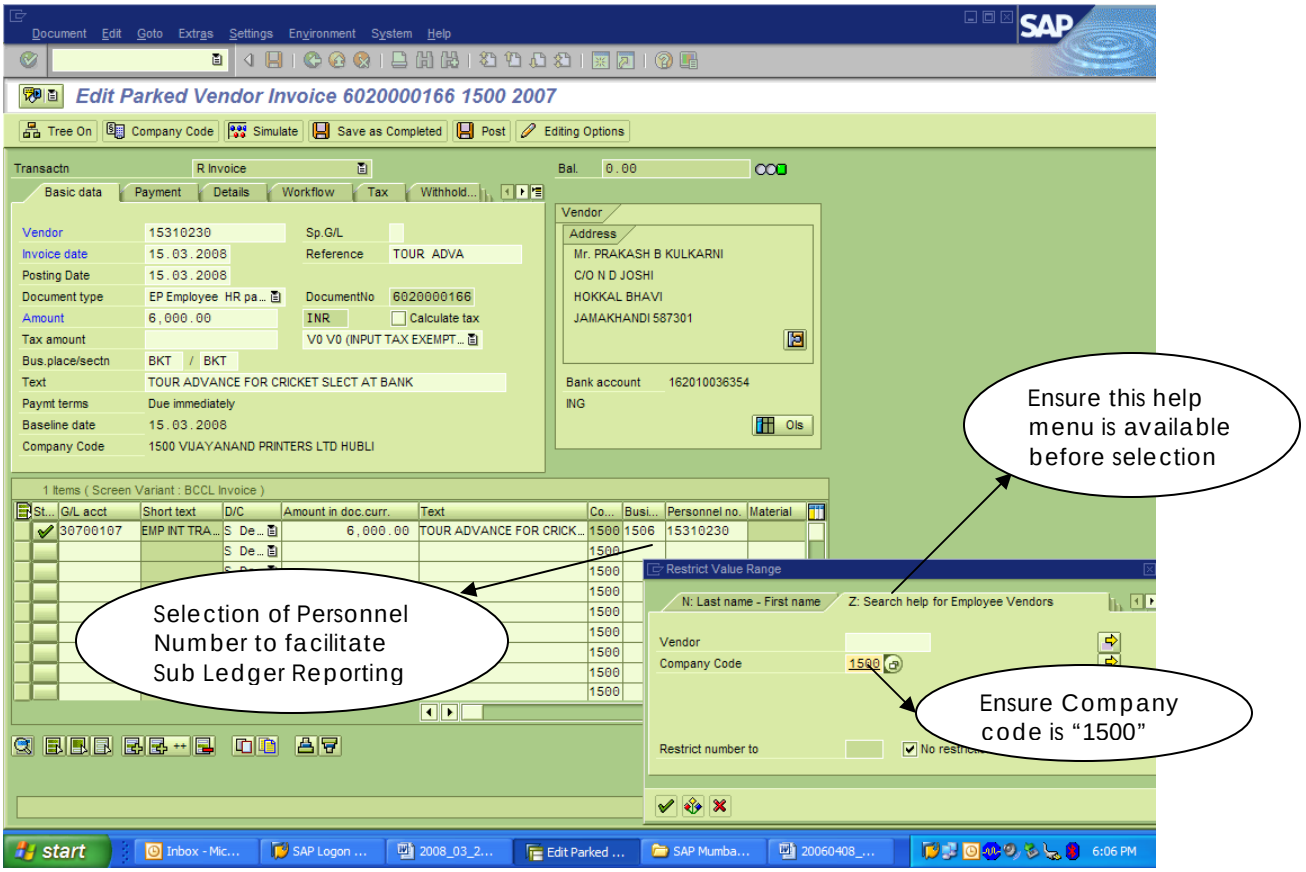
Employee Advances A/c	Business Area	No Cost Centre reqd	Dr	5,000
To Employee Vendor A/c			Cr	5,000

Employee Advance Payment do not attract following taxes

(a) Purchase Tax (Input Tax)

(b) With holding Taxes

Segment	SAP Field	Input / Master / Display	Data Capturing
Basic Data	Vendor	Selection	Select the Employee Code (While selection parameter ensure that, the Company Code is "1500")
	Invoice Date	Input	Enter the Employee Note Date
	Reference	Input	Enter the nature of Reimbursement
	Posting Date	Input	Enter the Current Data (Today Date)
	Amount	Input	Enter the Amount
	Currency	Selection	INR for Indian Currency
	Doc Type	Selection	Always it should be as "EP – Employee HR Payment" Very Important – Else the payment will not be picked for APP Run
	Calculate Tax	Tick Option	Don't tick on the box provided
	Tax Code	Selection	Keep Blank – Don't select any Input Tax Code
	Business Place	Selection	Select respective Branch Code from the Master
	Section	Selection	Select respective Branch Code from the Master
	Text	Input	Header Text – Can be copied into Detail by using the Key +
	Company Code	Selection from Master	Enter always Company Code as "1500" for VPL
Payment Data	Baseline Date	Default as Current Date	All employees' related payments will be processed and paid immediately. Hence the user need not to change the Current Date
	Payment Terms	Default from the Master	User can change the Payment Terms details based on the transaction nature
	Payment Method	Selection	Payment Method will be "T" where bank account can be seen in Vendor Master else "C"
	House Bank	Selection	Always Enter as "ING" else user can leave it blank The system will take the input from Employee Master where ING bank defined as "House Bank"
	Payment Block	Selection from the Master	User if he wants to block any invoice for accounting, payment then captured here else – mention always "Free for payment"
Details	Header Text	Input	Enter the Short Narration of the Transaction
	Business Area	Selection	Select the respective Branch Code
Accounting Data	GL Account	Selection from the Master	Select the GL Code on which the Transaction to be debited (User can create multiple rows in case of multiple nature of transactions)
	Short Text	Display	Displaying the Short Text of GL Code
	Debit / Credit	Input	Select Debit or Credit
	Amount in Doc Currency	Input	Enter the Document Currency whether if it is an INR or Foreign Currency
	Tax Code	Display	Header input considered which is V0 as always
	Text	Input	Using + Key for copying the Header narration to detail
	Comp Code	Display	Displayed based on the Header Information
	Business Area	Selection	Select the Respective Branch Code from Master
Highly Critical	Personnel No	Selection	Enter the Personnel Number in case of all GL Codes relating to Loans & Advances (In Search Help please use "Search help for Employee Vendor")


Edit Parked Vendor Invoice 6020000166 1500 2007
Ensure this help menu is available before selection
Selection of Personnel Number to facilitate Sub Ledger Reporting
Ensure Company code is "1500"

Very Important Tips

(i) Document Type should always be "**EP**" else the payment will not processed

(j) Employee Code Should be in the series of "153" (Starting Number)

(k) If Bank Account of an employee visible on the Screen – then the pay mode should be "**T**" else "**C**"

(l) Ensure that Personnel Number properly captured in the Accounting Line

(m) Header Text cannot be blank

(n) Business Area should be respective Branch Code

(o) Cost Centre Code should be Employee respective Department Code – Please use "TMC3 and Company Code "1500" under the selection parameter

(p) After completing the inputs, the user require to park the transaction and forward the same to Bangalore Office for final authorization

3.3 Employee Travel Claims

All Travel Claims of Employees will be processed and accounted through SAP FI Vendor Invoice Module. However the employee will continue to prepare the Travel Statement which needs to be approved by respective Departmental Head. On receipt of documents from employee, the branch finance user will validate the claim with regard to Management approvals, supporting documents etc outside the SAP System. After completing the validation, the document will be accounted in SAP FI Module

Transaction Code in SAP – AP Module

Transaction Code	FV 60
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>FI Vendor Invoicing=>Document=>FV 60 Enter Incoming Invoice (Park)

Nature of Transactions Permissible

1	Travel Claims
2	

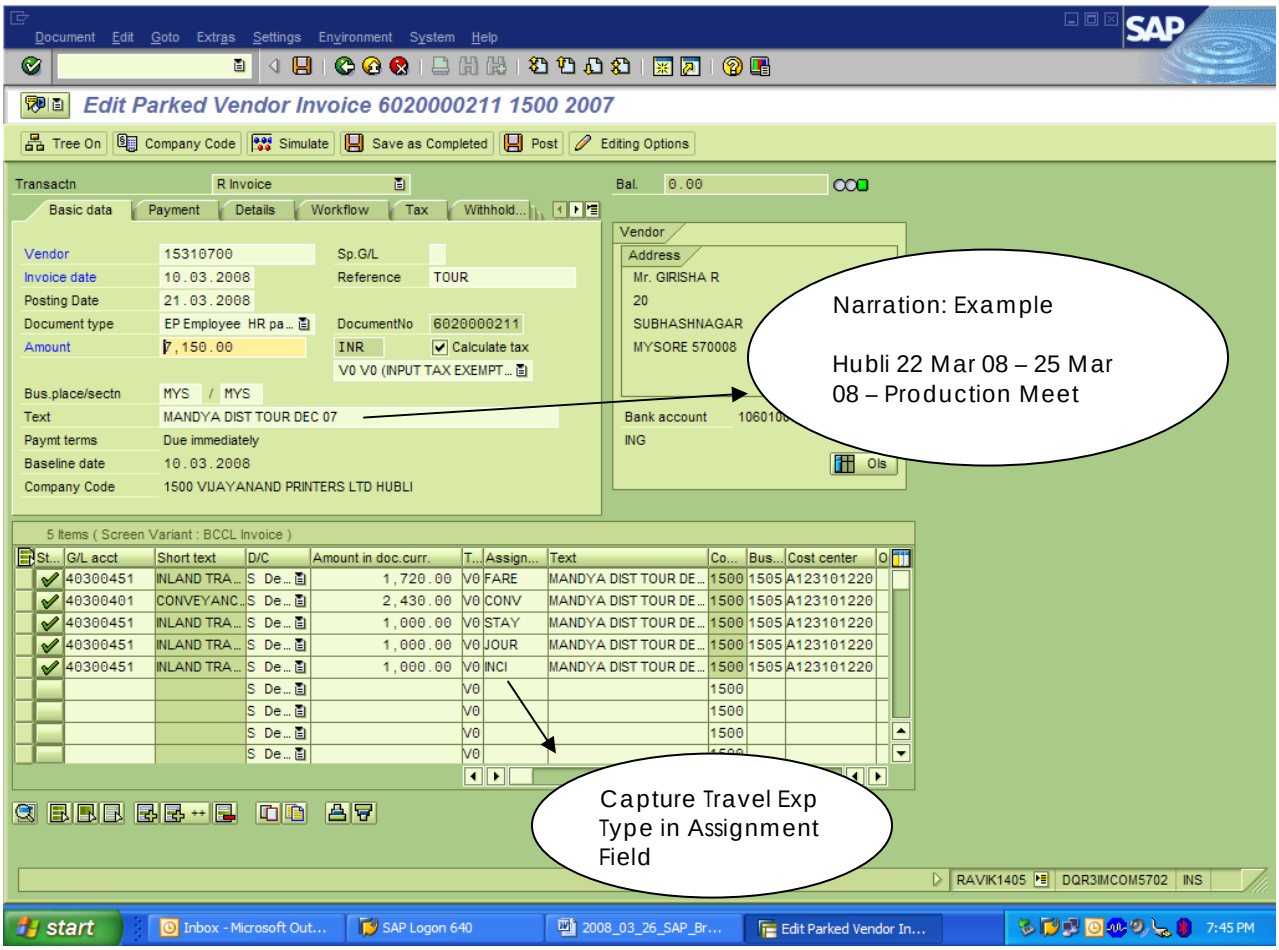
Accounting Entry:

With the help of User Inputs, the system proposes the following accounting entry. However the user will capture the breakup of Travel Cost under Assignment Field

Account Code	Account Head	Assignment	Cost Centre Code	Dr/ Cr	Amount
40300451	Inland Travelling	FARE	Employee Dept	Dr	1,000
40300451	Inland Travelling	STAY	Employee Dept	Dr	3,000
40300451	Inland Travelling	JOUR	Employee Dept	Dr	1,000
40300451	Inland Travelling	CONV	Employee Dept	Dr	1,000
40300451	Inland Travelling	INCI	Employee Dept	Dr	1,000
40300451	Inland Travelling	MISC	Employee Dept	Dr	1,000
40300401	Conveyance Hire	TOUR	Employee Dept	Dr	1,000
30700108	Travel Advance Fare			Cr.	2,000
	To Vendor Employee			Cr.	7,000

Branch Finance User to account the Travel Expenditure Types in Individual Rows in the Accounting Detail to facilitate the MIS Reporting. In that, user should follow strict discipline while capturing the data in Assignment Field

Segment	SAP Field	Input / Master / Display	Data Capturing
Basic Data	Vendor	Selection	Select the Employee Code (While selection parameter ensure that, the Company Code is "1500")
	Invoice Date	Input	Enter the Employee Note Date
	Reference	Input	Enter the nature of Reimbursement
	Posting Date	Input	Enter the Current Data (Today Date)
	Amount	Input	Enter the Amount
	Currency	Selection	INR for Indian Currency
	Doc Type	Selection	Always it should be as "EP – Employee HR Payment" Very Important – Else the payment will not be picked for APP Run
	Calculate Tax	Tick Option	Don't tick on the box provided
	Tax Code	Selection	Enter Tax Code as "V0" to avoid any warning message
	Business Place	Selection	Select respective Branch Code from the Master
	Section	Selection	Select respective Branch Code from the Master
	Text	Input	Header Text – Should be combination of City Tour Period and Purpose ***Eg: Hubli 22 Mar 08 – 25 Mar 08 – Production Meeting***
	Company Code	Selection from Master	Enter always Company Code as "1500" for VPL
Payment Data	Baseline Date	Default as Current Date	All employees' related payments will be processed and paid immediately. Hence the user need not to change the Current Date
	Payment Terms	Default from the Master	User can change the Payment Terms details based on the transaction nature
	Payment Method	Selection	Payment Method will be "T" where bank account can be seen in Vendor Master else "C"
	House Bank	Selection	Always Enter as "ING" else user can leave it blank The system will take the input from Employee Master where ING bank defined as "House Bank"
	Payment Block	Selection from the Master	User if he wants to block any invoice for accounting, payment then captured here else – mention always "Free for payment"
Details	Header Text	Input	Enter the Short Narration of the Transaction
	Business Area	Selection	Select the respective Branch Code
Accounting Data	GL Account	Selection from the Master	Select the GL Code on which the Transaction to be debited (User can create multiple rows in case of multiple nature of transactions)
	Short Text	Display	Displaying the Short Text of GL Code
	Debit / Credit	Input	Select Debit or Credit
	Amount in Doc Currency	Input	Enter the Document Currency whether if it is an INR or Foreign Currency
	Tax Code	Display	Header input considered which is V0 as always
	Text	Input	Using + Key for copying the Header narration to detail
	Assignment	Input	Input the Nature of Travel Expenditure (Pl use "FARE, STAY, JOUR, CONV, INCI, MISC, TOUR)
	Cost Centre Code	Selection	Select the Employee Cost Centre from the Master (Selection Parameter use "TMC3" & Co Code "1500"
	Personnel No	Selection	Please enter the personnel number in the row of recovery from employee towards Air Fare paid by Co.


Edit Parked Vendor Invoice 6020000211 1500 2007
Narration: Example
Hubli 22 Mar 08 – 25 Mar 08 – Production Meet
Capture Travel Exp Type in Assignment Field

Very Important Tips

(q) Document Type should always be "**EP**" else the payment will not processed

(r) Employee Code Should be in the series of "153" (Starting Number)

(s) If Bank Account of an employee visible on the Screen – then the pay mode should be "**T**" else "**C**"

(t) Ensure that Personnel Number properly captured in the Accounting Line

(u) Assignment should be utilized for "Travel Expenditure Type"

(v) Business Area should be respective Branch Code

(w) Cost Centre Code should be Employee respective Department Code – Please use "TMC3 and Company Code "1500" under the selection parameter

(x) After completing the inputs, the user require to park the transaction and forward the same to Bangalore Office for final authorization

4 Accounting of Collections

BCCL and its Group Companies have already implemented Cash Management Service with the lead banker to facilitate the treasury management process in effective manner. The main and the core functionality of CMS for payments and collections are given as under;

Payments	Payment file is generated from Account Payable Module based on the Due Date for payment to Vendor and forwarded to CMS Bank who facilitate the printing of Instruments (DD / Cheque / Pay Order / Bank Transfer and forwarding the same directly to Vendor through Courier appointed by the Company The instrument which comes for clearing in the bank are validated against the documents issued by the Bank and debited to Company Payment Account on daily basis. The balances of payment (Debit) are transferred to the main Collection Account at the end of every day automatically.
Receipts	Collections which are received from Customer are grouped under four categories and deposited with the CMS Bank in the form of Pay-in-slip. Credits against the Pay-in-slip are provided to Company Main Bank Account (Collection Account) as per the agreed terms (a) High Value – Deposited before 10.30 a.m. and credits given on the same day before 01.00 noon (b) Local – Deposited before 12.00 a.m. and credits given on the next day (c) Outstation – Deposits are sent for national clearance and credits are given as per the procedure / depending upon the city

Continuing the same process in SAP FI Incoming Payment Module, we require to develop certain features considering the integrated environment of maintaining Account Receivable with Sales and Distribution Module. All the Collections against the Customer outstanding will be initially debited to Remittance in Transit Account all type of payment method including Cash.

During the second step, the individual collections received from Customers will be summarized into four categories of pay-in-slip where by debiting the Collection Bank Account and Crediting the Remittance Transit Account. The Remittance in Transit Account is merely a parking account to facilitate this CMS requirement and at the end of every day, the balance will be nullified. In case if any balances are available in the Remittance in Transit Account, it represents pending of collection to be deposited in the CMS bank account.

4.1 Accounting of Receipts

The collections which are generally received from Response, RMD and other departments are initially accounted through this process developed in SAP FI Environment. All Branch Finance Users will be accounting individual receipts which are received from the departments to facilitate the process of generating Pay-in-slip into CMS Category (High Value / Local / Outstation). The detailed steps involved in accounting process are given below

Transaction Code in SAP – Collection Module

Transaction Code	ZFRCPT
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>Collection =>Document=>ZFRCPT - Receipt

Nature of Transactions

1	Accounting of Advertisement Collections
2	Accounting of Circulation Collections
3	Accounting of Sale of Scrap / Waste paper Sales Collections
4	Accounting of Miscellaneous Cash Receipts (Employee Settlements)
5	Accounting of Vendor Refunds (Security Refunds)
6	Accounting of RMD Dealers Security Deposit Receipts

Accounting Entry:

With the help of User Inputs, the system proposes the following accounting entry.

Type	Account Head	Profit Centre	Dr/ Cr	Amount
	Remittance in Transit A/c		Dr	10,000
Response	Response Debtors VPL Control Account		Cr	5,000
RMD	RMD Debtors SAP Control Account		Cr	2,000
Wastepaper	Customer Domestic		Cr	1,000
Employee	Employee Control Accounts		Cr	1,000

Important Point for User Attention : All Branch Finance will account individual collection In the collection module to facilitate the process of generating the pay-in-slip. It would also Help the branch finance user to refer to queries raising of bank reconciliation / Cheque Return at later date.

Data Capturing in Accounting of Collections (Transaction Code : ZFRCPT)

Field	Input / Master Selection / Derived	Content Captured
Collection Office	Selection	User need to select the Collection Office where the Receipt is accounted for (***Respective Branch Code)***
Source of Collection	Selection	User need to select the Source of collection from the Master for which the collection is accounted for ***(01 for Response - 05 for RMD - 18 Finance)***
Company Code (Debit) Business Area (Debit) Company Code (Credit) Business Area (Credit)	Derived	Based on the Collection Office and Source of Collection, the Debit transaction of the Company Code is determined
Posting Date	Input	User need to input the posting date on which the transaction to be posted to GL Account (Validation will be built in based on the period end closing in GL)
Customer Account Vendor Account GL Account	Selection	In case of Wastepaper Sales / Scrap Sale – Please select the Customer Code from Master In case of Vendor Refunds / Security Deposits – Please select the Vendor Code from Master In case of RMD, Response Collection – Please select the respective Control Account In case of Response BCR – Please select the Revenue GL Account (Advt Income – Local)
Payment Method	Selection	User will select the Payment Method based on the collection nature (Cash / Cheque / Pay Order)
Special GL Indicator	Selection	User need to select the Special GL Indicator in case of Income Received in Advance or Security Deposit received from Customer / Vendor (Other than Response and RMD)

Field	Input / Master Selection	Content Captured
Profit Centre Code	Selection	User need to select the Profit Centre Code as follows • Response – Branch Response Profit Centre Code • RMD – Branch RMD Profit Centre Code • Others – Branch Overhead Profit Centre
Cost Centre Code	Selection	User need to select the profit centre code from the master where the collection amount is directly credited to Cost Element (Expense Account)
Assignment	Input	Please enter the Cheque No which will reflect in the General Ledger Accounts. This is very important for reconciliation of Response / RMD Control Account for collections on monthly basis with the Legacy System
Amount	Input	Enter the Collection Amount
TDS Amount	Input	Not applicable to VPL – Hence please keep this field blank (In case of TDS Deducted by Customer for Advt Collections, user will required to pass an accounting entry through Journal Voucher (Trans Code FB 50)
Cheque No	Input	Enter the Cheque No Details – This is required for generation of collection statement / pay-in-slip
Cheque Date	Input	Enter the Cheque Date
Bank Key	Select	Select the Customer Bank Account from Master
Bank Branch	Input	Enter the Customer Bank Branch Details (Free Text)
Pay – in – Slip Type	Selection	Select the Pay in slip Type (High Value /Local/Outstation / Same Bank) – This is very important for generating the Pay-in-slip according to CMS Category of Collections
Personnel No	Selection	Select the Personnel Number who collected the amount / else the capture in case of Employee related control accounts (Advances / Loans)

Field	Input / Master Selection	Content Captured
Text	Input	Enter the narration of the transaction – This will reflect in the General Ledger Account

After completing the input in the screen, the users require to simulate the Accounting Entry in the Screen. In case if there are any input error, the system will report the message on the screen. (Simulation Process is must)

Accounting Input (Branch Wise)

We are providing the list of applicable GL Account Codes and the corresponding Profit Centre Codes to facilitate the users for error free accounting in Collection Module. The Collection Office (Branch wise) details are given as under

[1] **Bangalore VV Puram / Du-prc Trinity Office / Chamrajpet Office (Collection Office Code 1501, 1502 & 1503)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101216
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101216
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101216
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101216
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301216

[2] **Mangalore Office (Collection Office Code 1504)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101217
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101217
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101217
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101217
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301217

[3] **Hubli Office (Collection Office Code 1505)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101218
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101218
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101218
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101218
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301218

[4] **Chitradurga Office (Collection Office Code 1506)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101219
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101219
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101219
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101219
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301219

[5] **Mysore Office (Collection Office Code 1507)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101220
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101220
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101220
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101220
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301220

[6] **Bagalkot Office (Collection Office Code 1508)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101221
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101221
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101221
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101221
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301221

[7] **Gangavathi Office (Collection Office Code 1509)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101222
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101222
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101222
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101222
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301222

[8] **Shimoga Office (Collection Office Code 1510)**

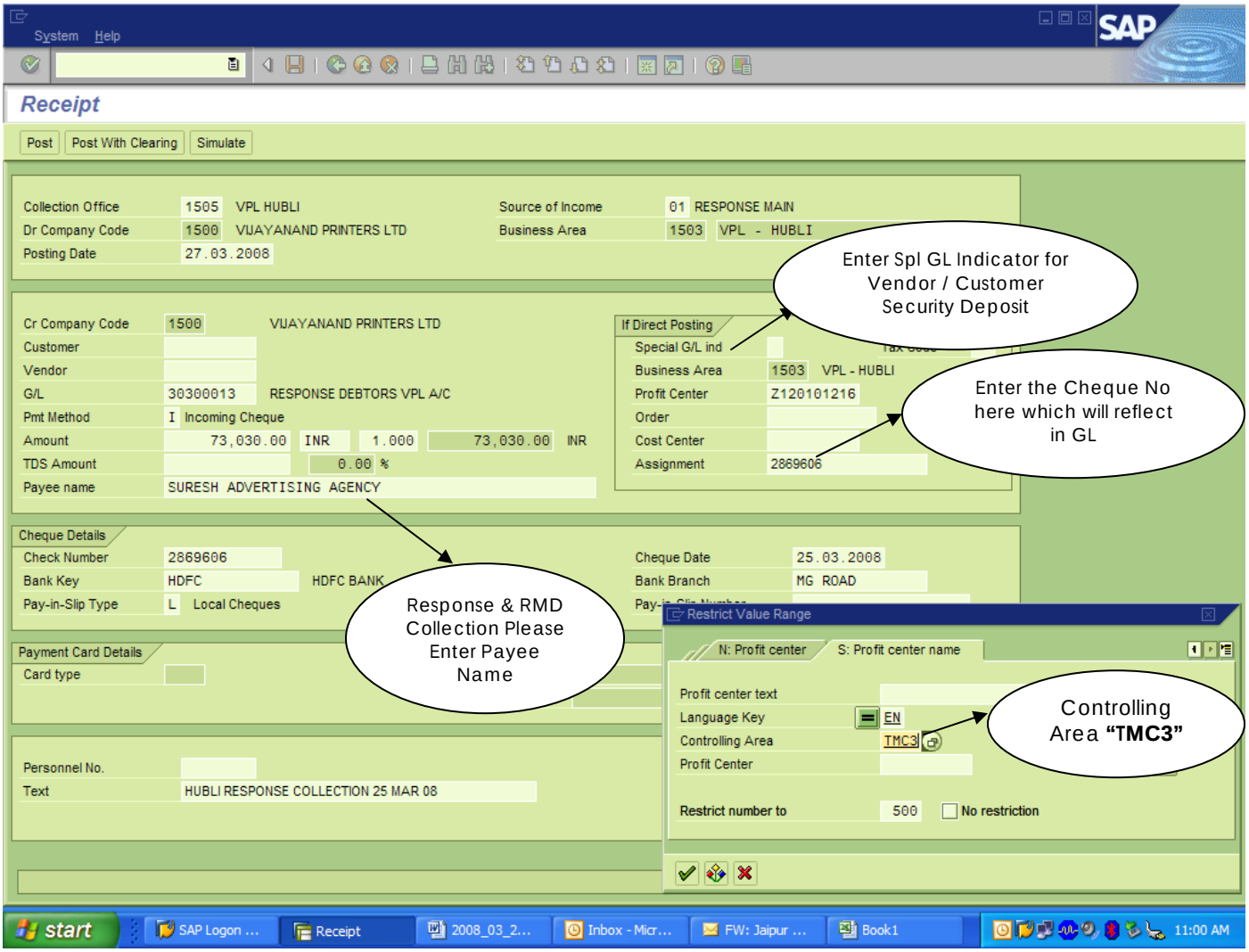
Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101223
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101223
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101223
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101223
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301223

[9] **Gulbarga Office (Collection Office Code 1511)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101224
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101224
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101224
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101224
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301224

[10] **Belgaum Office (Collection Office Code 1512)**

Type of Collection	Source of Income	GL Account	GL Account Head	Profit Centre Code
Response	01 – Response	30300013	RESPONSE DEBTORS VPL A/C	Z120101225
RMD	05 – RMD	30400042	RMD SAP DEBTORS CONTROL A/C	Z123101225
Wastepaper	18 – Finance		RESPECTIVE CUSTOMER A/C	Z140101225
Employee	18 – Finance		EMPLOYEE CONTROL A/C	Z140101225
Advt BCR	01 – Response	50000401	ADVT INCOME-PRINT MEDIA-LOCAL	Z121301225



Important Tips for the Branch Finance User

(a) After entering the individual collections, the user can verify the accounting data through a report developed in SAP FI Module (ZFCOLLSTAT - Collection Statement)

(b) While entering the data please take care of the following critical field

- GL Account (pl refer the Accounting Data – Branch wise)
- Payment Method (Cash / Cheque etc)
- Payee Name – Please capture the Payee Name of the Customer (Response / RMD)
- Assignment Field – Please capture the Check Number – which will reflect in Response / RMD Control Account – To facilitate the collection reconciliation

- Pay-in-slip Type – Please capture the transaction category (High value / Local / Same Bank / Outstation etc)
- Text – Please enter the narration in combination of Collection Office – Source of Income – Date of Collection
- In case of any refunds received from Employee – Please capture the personnel number carefully which will reflect in Employee Sub Ledger Reporting
- Please capture the accounting document number (Receipt No) on the back side of Cheque. This would facilitate while reconciling with the collection statement. Also it will help the branch finance user for reversal of collection if found wrong in the accounting.

4.2 Reversal of Collections

In case of any error occurred while accounting the transaction in Collection Module, the user has the facility to reverse collection voucher based on the Document Number in the following scenarios

Transaction Code in SAP – Collection Module

Transaction Code	ZFRREV
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>Collection =>Document=> ZFRREV - Receipt Reversal

Scenarios

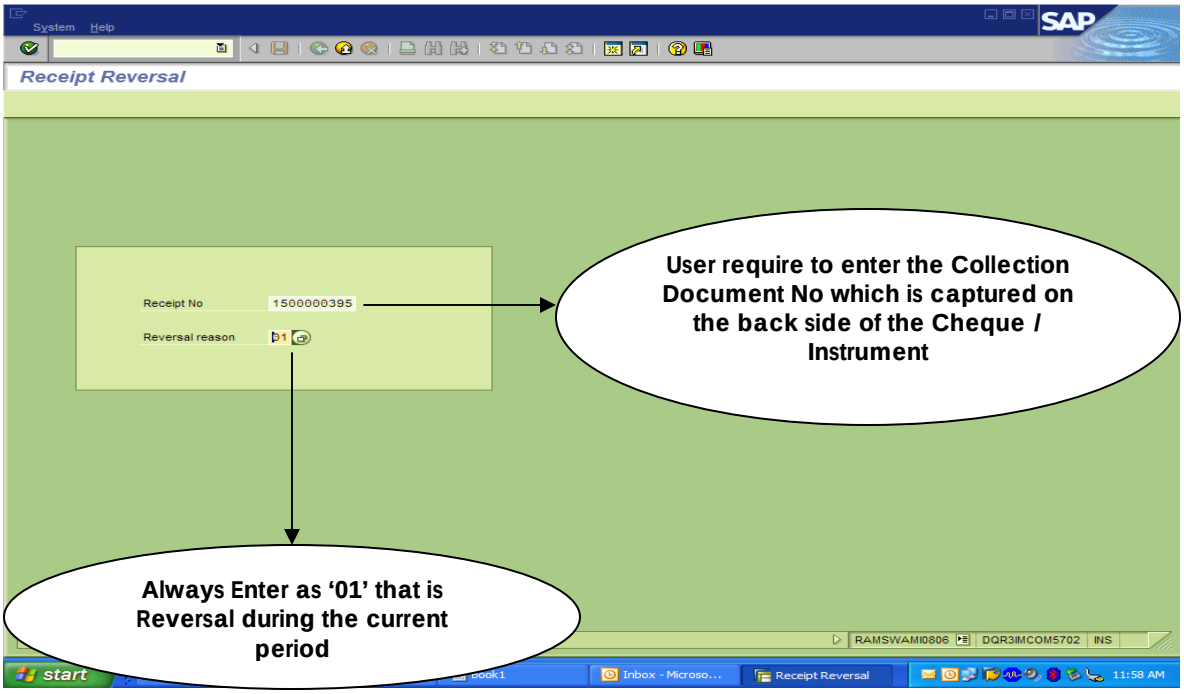
1	Wrong GL Account Code
2	Wrong Amount
3	Wrong Cheque No
4	Wrong Payment method
5	Wrong Pay-in-slip Type
6	Wrong Customer / Vendor Code (Wastepaper Sales / Suppliers)

Accounting Entry:

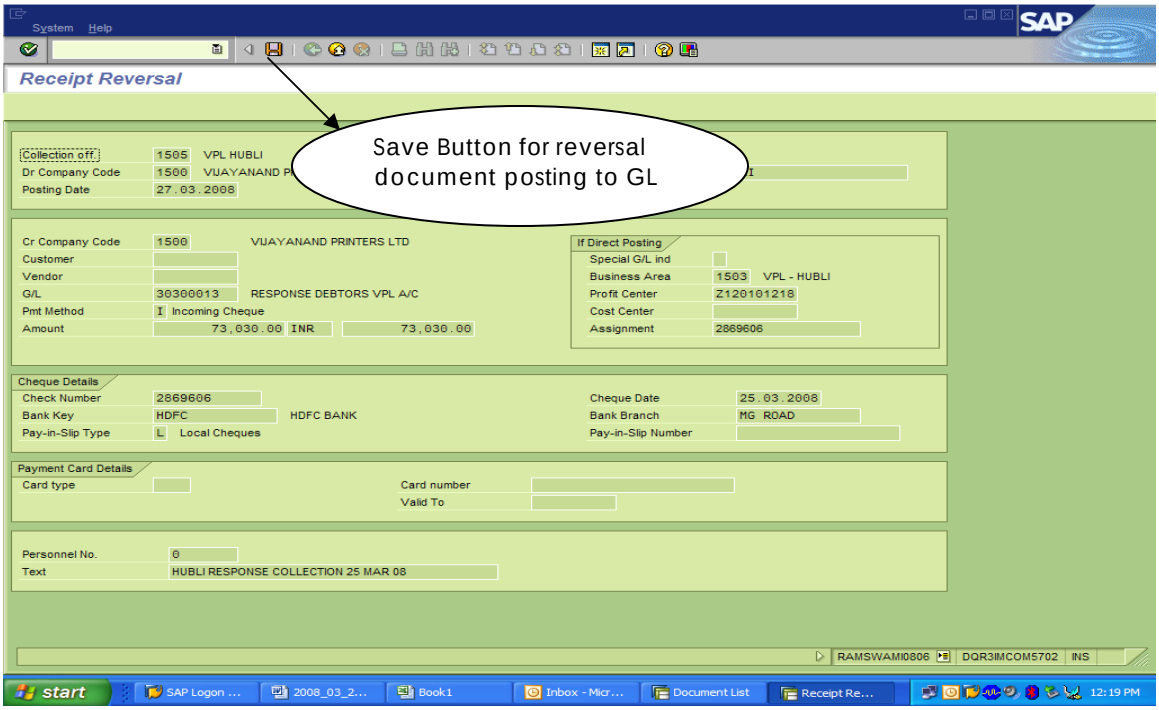
With the help of User Inputs, the system proposes the following accounting entry.

Type	Account Head	Profit Centre	Dr/ Cr	Amount
	Remittance in Transit A/c		Cr	10,000
Response	Response Debtors VPL Control Account	Pl refer table	Dr	5,000
RMD	RMD Debtors SAP Control Account	Pl refer table	Dr	2,000
Wastepaper	Customer Domestic	Pl refer table	Dr	1,000
Employee	Employee Control Accounts	Pl refer table	Dr	1,000

Important Point for User Attention: The Branch Finance User has the option to reverse Collection document till Collection No generated in the System. Once the Collection No is Generated, the user cannot reverse the collection document.


Receipt Reversal
Receipt No 1500000395
Reversal reason 01
User require to enter the Collection Document No which is captured on the back side of the Cheque / Instrument
Always Enter as '01' that is Reversal during the current period

After giving the Input in the screen, the branch finance user need to press the enter button which will show you the document meant for reversal. If the user convinced about the reversal process, the document can be saved



4.3 Generation of Collection No

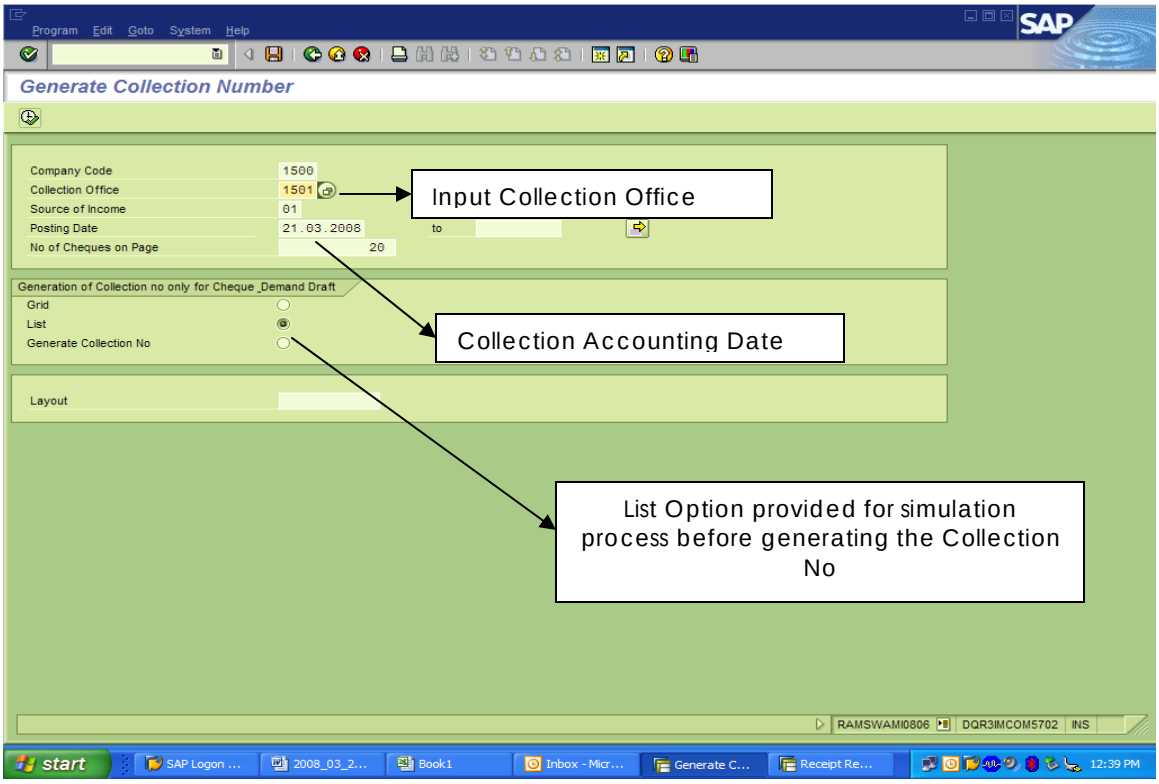
After completing the exercise of reconciling the Individual Collections with the Statement, the branch finance user need to generate collection number in this module.

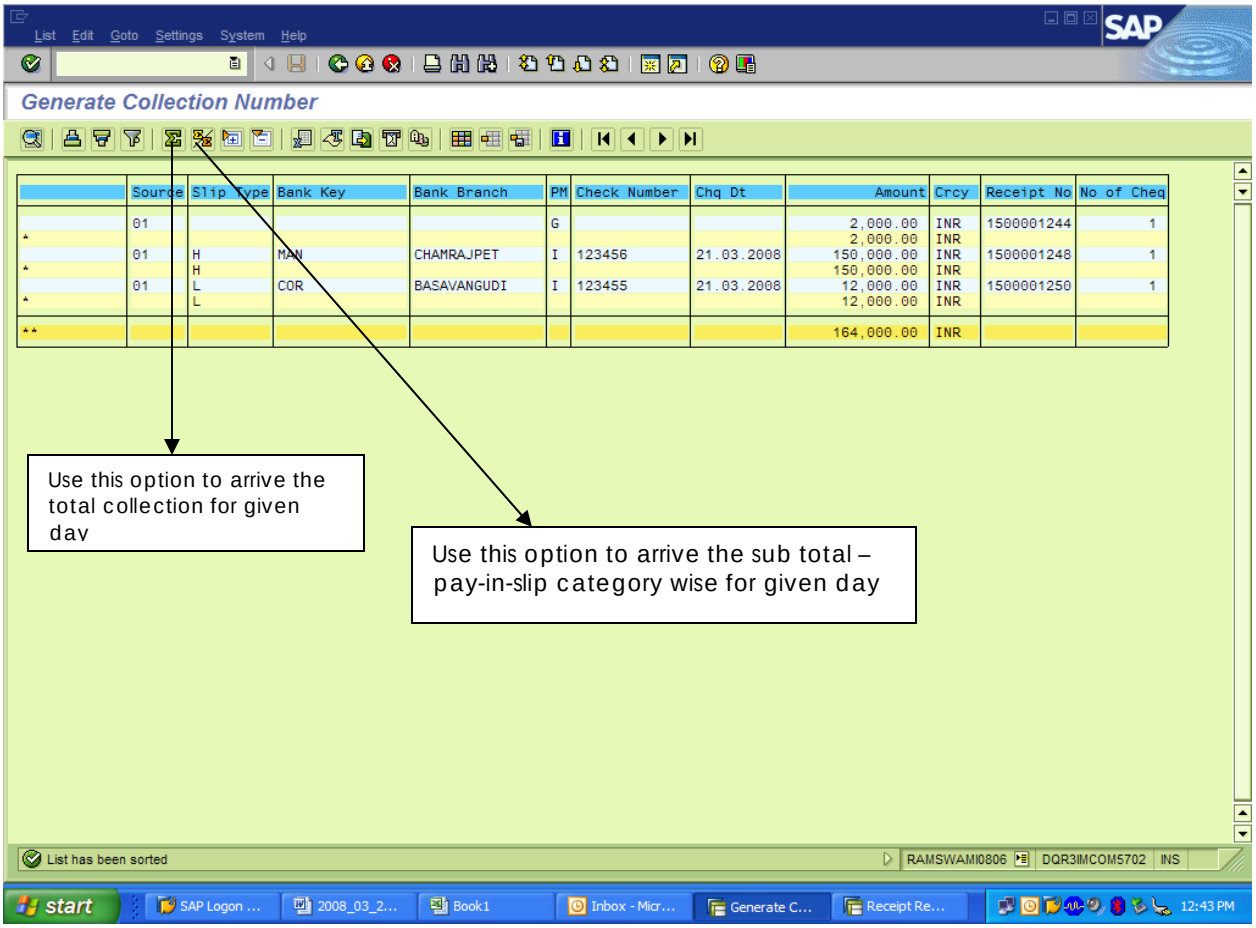
Transaction Code in SAP – Collection Module

Transaction Code	ZFCOLLGEN
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>Collection =>Document=> ZFCOLLGEN - Collection No Generation

User Inputs on the Screen

SAP Field	Data Capture
Company Code	Enter Company Code always as “1500” for VPL
Collection Office	Enter the Branch Code “1505” for Hubli
Source of Income	Select from the Master help menu provided ‘01” for Response – ‘05” for RMD – “18” for Finance
Posting Date	Input the Collection Accounting Date
Execution	• For Simulation – Please Use the List Option • For Generation – Please use Collection No Generation Option Collection Number should be generated once the user satisfied with The list as part of simulation process




List Edit Goto Settings System Help
SAP
Generate Collection Number
Source Slip Type Bank Key Bank Branch PM Check Number Chq Dt Amount Crcy Receipt No No of Cheq
01 G 2,000.00 INR 1500001244 1
2,000.00 INR
01 H MAN CHAMRAJPET I 123456 21.03.2008 150,000.00 INR 1500001248 1
H 150,000.00 INR
01 L COR BASAVANGUDI I 123455 21.03.2008 12,000.00 INR 1500001250 1
L 12,000.00 INR
164,000.00 INR
Use this option to arrive the total collection for given day
Use this option to arrive the sub total – pay-in-slip category wise for given day
List has been sorted
RAMSWAMI0806
DQR3IMCOM5702
INS
start
SAP Logon ...
2008_03_2...
Book1
Inbox - Micr...
Generate C...
Receipt Re...
12:43 PM

4.4 Generation of Pay-in-Slip Number

Once the Collection No is generated from the System, the user will bank the instrument as part of CMS activity in their respective locations. The pay-in-slips will be prepared manually (printed book provided by Axis Bank) which can be supported by Collection Statement and the instruments

Transaction Code in SAP – Collection Module – (Other than Cash Collection)

Transaction Code	ZFPISGEN
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>Collection =>Document=> ZFPISGEN – Pay-in-slip Generation

Accounting Entry:

With the help of User Inputs, the system proposes the following accounting entry.

GL Account	Account Head	Dr/ Cr	Amount
30500362	AXIS BANK-COLLECTION - 009010 200025294	Dr	73,030
30500004	REMITTANCE IN TRANSIT	Cr	73,030

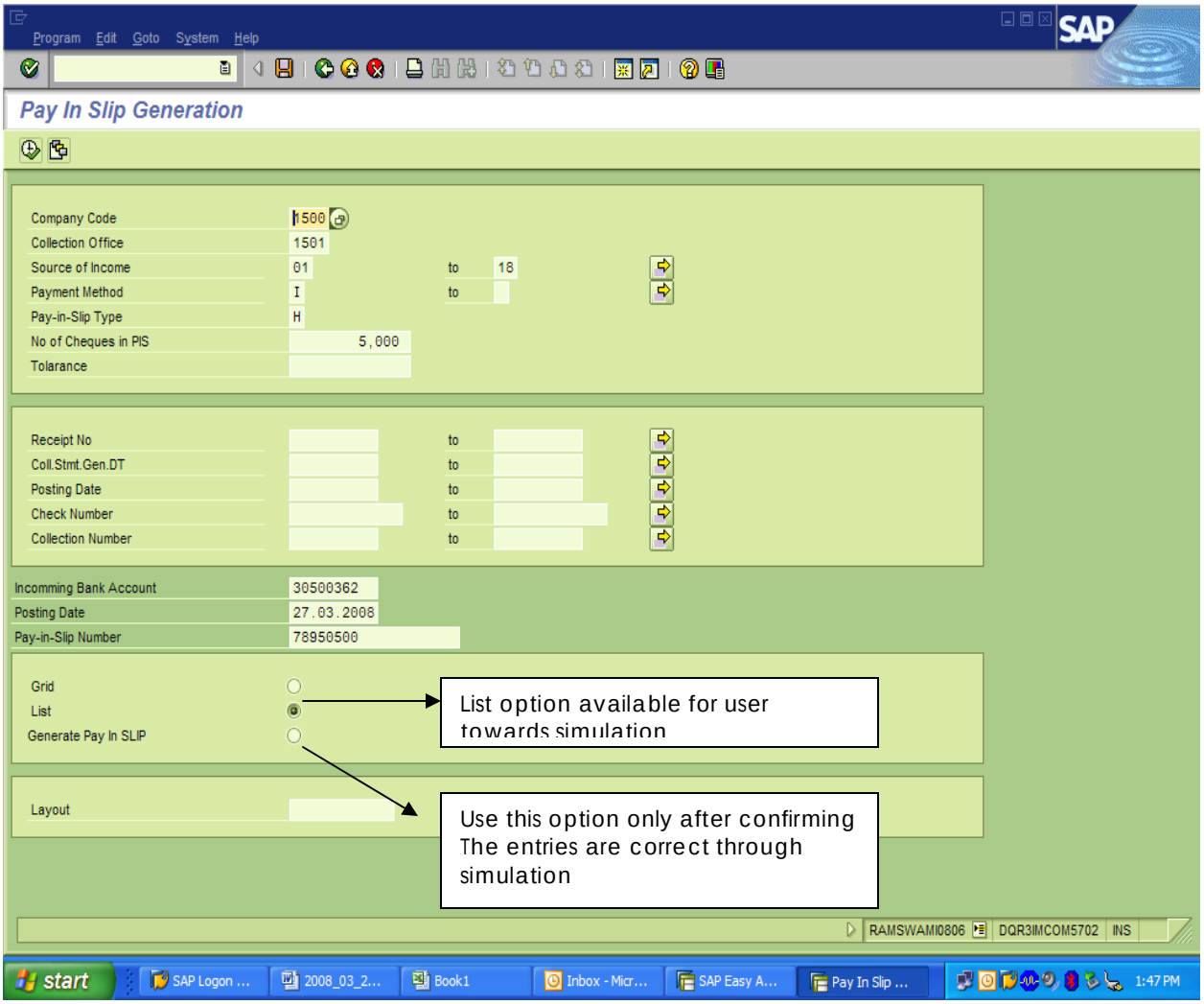
[All collection office other than Chitradurga and Gangavathi will use only this GL Code for generating the Pay-in-slip Process]

In case of Chitradurga and Gangavathi, the following GL Code will be used

Chitradurga – GL Code – 30500372 - MSSK BANK - CHITRADURGA - 2022
Gangavathi – GL Code – 30500379 - SBM - GANGAVATHI-54018510182

User Inputs on the Screen

SAP Field	Data Capture
Company Code	Enter Company Code always as "1500" for VPL
Collection Office	Enter the Branch Code "1505" for Hubli
Source of Income	Select from the Master help menu provided '01" for Response – '05" for RMD – "18" for Finance Always give Range from 01 t0 18 This would facilitate the user to collate All collections across the department based on the payment method/ And pay-in-slip category
Payment Method	Input the Payment method (Cheque, DD etc) – Please don't use this Option for generating pay-in-slip for Cash Collection
Pay-in-Slip Type	Input the pay-in-slip type (High value, Local, Same Bank, Outstation) User needs to perform this activity one by one
Posting Date	Input the Collection Accounting Date
Receipt No	User has the option to generate pay-in-slip at the Collection Receipt Number Level, Collection Statement Generation Date Level. Normally This parameter need not be used by the branch finance user since the Collections are accounted and posted on daily basis
Collection Statement Generation Date	
Posting Date	
Incoming Bank Account	Enter the Bank Account GL Code (Please refer the table above)
Posting Date	Input the Date of Banking the Pay-in-slip
Pay-in-slip No	Enter the Bank Pay-in-slip Number
Execution	• For Simulation – Please Use the List Option • For Generation of Pay-In-Slip – Please use the "Generate pay-in-slip option if the user fully satisfied with the data during the simulation process



4.5 Generation of Pay-in-Slip Number (Cash Collection)

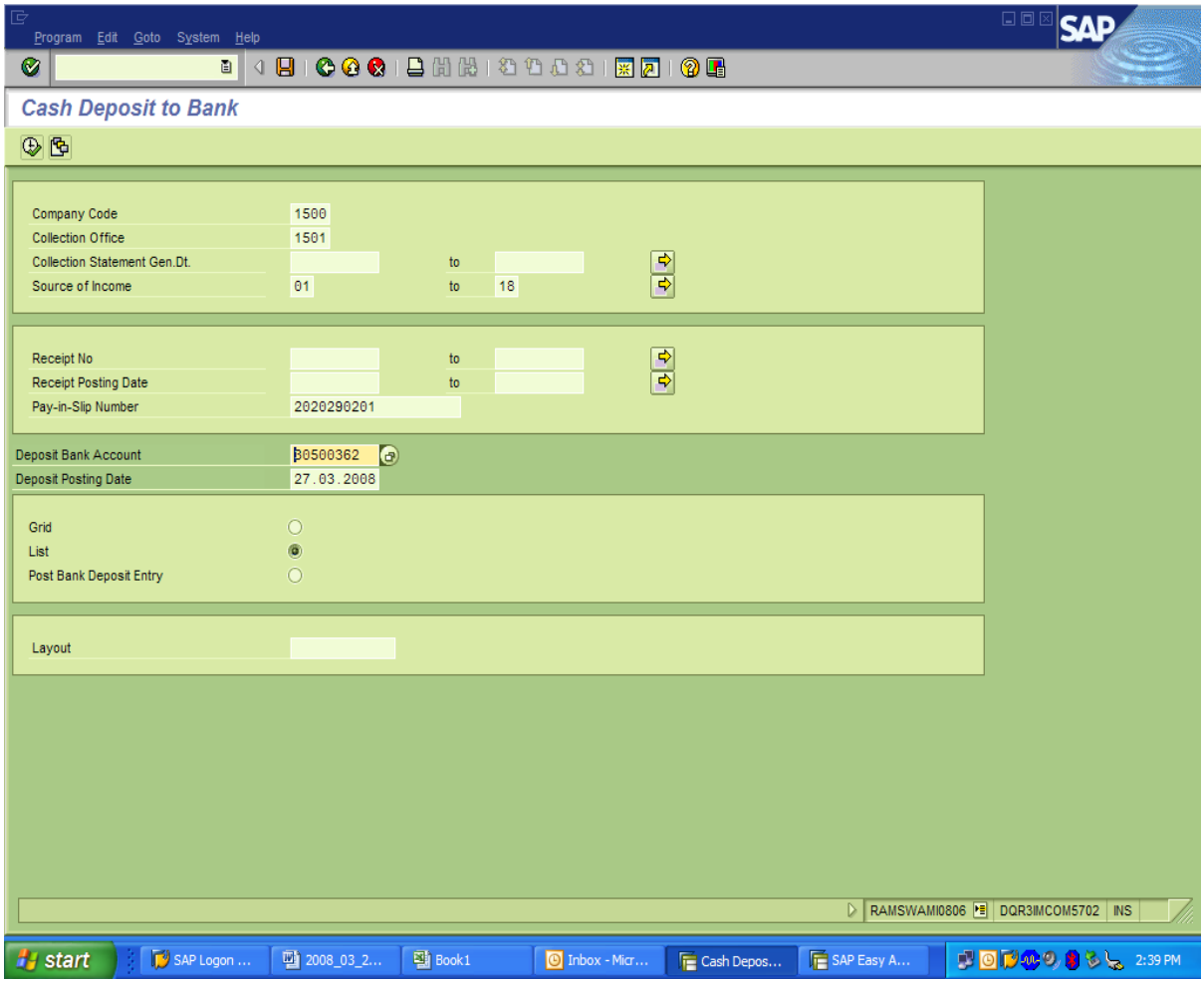
Once the Collection No is generated from the System, the user will bank all cash collection in single pay-in-slip for all departmental collections on daily basis

Transaction Code in SAP – Collection Module – (Cash Collection)

Transaction Code	ZFPISGEN
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>Collection =>Document=> ZFCASHTOBANK - Cash Collection Posting to Bank

User Inputs on the Screen

SAP Field	Data Capture
Company Code	Enter Company Code always as "1500" for VPL
Collection Office	Enter the Branch Code "1505" for Hubli
Collection Statement Generation Date	Enter the Collection Statement Generation Date
Source of Income	Select from the Master help menu provided '01" for Response – '05" for RMD – "18" for Finance Always give Range from 01 t0 18 This would facilitate the user to collate All collections across the department based on the payment method/ And pay-in-slip category
Receipt No Receipt Posting Date	User has the option to post individual receipt collections directly to Bank account. However we don't use this option since the cash Collections are centrally pooled before depositing into bank. Hence users are requested to keep this column blank
Depositing Bank A/c	User will always enter the depositing bank account as follows other Than collection office Chitradurga & Gangavathi 30500362 - AXIS BANK-COLLECTION - 009010 200025294 In case of Chitradurga and Gangavathi, the following GL Code will be used Chitradurga – GL Code – 30500372 - MSSK BANK - CHITRADURGA - 2022 Gangavathi – GL Code – 30500379 - SBM - GANGAVATHI-54018510182
Posting Date	Input the Date of Banking the Pay-in-slip
Pay-in-slip No	Enter the Bank Pay-in-slip Number
Execution	• For Simulation – Please Use the List Option • For Generation of Pay-In-Slip – Please use the "Generate pay-in-slip option if the user fully satisfied with the data during the simulation process


Program Edit Goto System Help
SAP
Cash Deposit to Bank
Company Code 1500
Collection Office 1501
Collection Statement Gen.Dt. to
Source of Income 01 to 18
Receipt No to
Receipt Posting Date to
Pay-in-Slip Number 2020290201
Deposit Bank Account 30500362
Deposit Posting Date 27.03.2008
Grid
List
Post Bank Deposit Entry
Layout
RAMSWAMI0806
DQR3IMCOM5702
INS
start
SAP Logon ...
2008_03_2...
Book1
Inbox - Micr...
Cash Depos...
SAP Easy A...
2:39 PM

5 General Ledger Accounting (Journal Voucher)

In the Financial Accounting Module, there is a standard program developed by SAP by avoiding the option of giving posting keys for accounting of any normal documents called as "*Journal Vouchers*" in General Ledger. However the user cannot post any transaction if it is related to Inventory, Fixed Assets, Vendor and Customer Account.

Transaction Code in SAP – Journal Voucher

Transaction Code	ZFPISGEN
Navigation Path	Accounting=>Financial Accounting=>FI Times Media ERP=>General Ledger=>Document=> FB50 - JV Post (Common & Stat)

Scenarios

1	Accounting of Monthly Provisions
2	Accounting of Local Bank Payments
3	Accounting of any Rectification Entries (Cost Centre / Profit Centre Code Correction, GL Code Correction etc)
4	Response / RMD Debtors Reconciliation Entries
5	Accounting of Non Axis CMS Bank Collections
6	

User Data Input

Segment	SAP Field	Input / Master	Data Capturing
Basic Data	Company Code	Selection	Company Code Can be selected from the TAB button provided on the Header
	Document Date	Input	Enter the Document Date
	Currency	Input	Enter the Currency
	Reference	Input	Any information / reference can be captured
	Doc Header Text	Input	Enter the Header Short Narration
Detail Transaction	GL Account	Selection	Select the appropriate GL Code from the Master (Standard help menu provided by SAP)
	Short Text GL Head	Display	No input required – on selection of GL Code, the system will display the short description of GL Head
	Debit / Credit	Selection	Select the Debit / Credit Flag
	Amount in Document Currency	Input	Enter the Document Amount
	Text	Input	Enter the Detailed Narration
	Cost Centre	Selection	Select the Cost Centre Code from the Master for only Expense related GL Codes
	Profit Centre	Selection	Select the Profit Centre Code from the Master for only Balance Sheet and Income related GL Codes

6 General Reports

	Category	Report Code	Utility
1	Vendor	FBL1N	Vendor Sub Ledger Report
		FK10N	Vendor Balance Display
		S_ALR_87012083	List of Vendor Open Items for printing
		S_ALR_87012104	List Of Cleared Vendor Items (Paid Items)
2	Customer	FBL5N	Customer Sub Ledger Report
		FD10N	Customer Balance Display
		ZFI_DRAGE_DETAIL	Customer Age Analysis - Details
3	General Ledger	FB03	Posted Documents Display Individual
		FBV3	List of Pending Parked Documents
		FBL3N	General Ledger Account
		FS10N	General Ledger Balance Display
4	Employee	FBL1N	Employee Outstanding Payables
		ZFI_EMPBAL	Employee Sub Ledger Trial Balance (Balance Sheet Related Control Accounts)
5	Collections	ZFCOLLSTAT	Collection Statement
		ZFI_COLLREG	Collection Register
		ZFPISSTAT	Pay-In-Slip Statement